

NOTICE
SPECIAL BOARD MEETING
OFFICER NOMINATING COMMITTEE
NAPERVILLE BOARD OF LIBRARY TRUSTEES
6:50 PM - WEDNESDAY, JUNE 19, 2013
BOARD ROOM/NICHOLS LIBRARY

AGENDA
REGULAR MEETING OF THE
NAPERVILLE BOARD OF LIBRARY TRUSTEES
7 PM – WEDNESDAY, JUNE 19, 2013
BOARD ROOM/NICHOLS LIBRARY
WELCOME VISITORS

Visitors are welcome to all meetings of the Library Board. Anyone who wishes to address the Board must sign in on the sign-up sheet. Those who wish to address a topic that is not on the Board agenda should sign-up to address the Board during the agenda item, Public Forum. Persons wishing to address an item that is on the agenda should indicate on the sign-up sheet the agenda item to which they wish to speak. They may then address the Board when the item is up on the agenda, prior to the Board's consideration of the item. Speakers are limited to five (5) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name, address, and the group they are representing before addressing the Library Board. Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact the Library Director at (630) 961-4100, ext. 6150 or (630) 355-1585 (TTY) five (5) days before the scheduled meeting.

1. **CALL TO ORDER**, Jeff Davis, President
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**, Ron Davidson, Secretary
4. **CONSENT AGENDA** (Any item on the Consent Agenda may be removed for separate consideration by any Board Member) ACTION
 - A. **APPROVAL OF MINUTES - ATTACHMENTS**
 1. May 15, 2013 - Regular Meeting
 2. May 15, 2013 - Closed Session
 - B. **APPROVAL OF EXPENDITURES - ATTACHMENTS**
 1. May 9, 2013
 2. May 16, 2013
 3. May 23, 2013

C. FINANCIAL REPORTS - ATTACHMENTS

1. Final Statement of Cash – FY12-13
2. Unaudited Final Statement of Revenue and Expense – FY12-13
3. Statement of Cash – May 31, 2013
4. Statement of Revenue and Expense – May 2013

5. COMMUNICATIONS AND PUBLIC FORUM

6. REPORTS

- | | |
|---|---------|
| A. Employee of the Month | RECEIVE |
| B. Student Board Recognition | RECEIVE |
| C. Annual Reports FY12-13 – ATTACHMENTS | ACTION |
| 1. Narratives | |
| 2. Statistics | |
| D. Illinois Public Library Annual Report FY12-13 – ATTACHMENT | ACTION |
| E. Monthly Statistics – ATTACHMENT | RECEIVE |

7. OLD BUSINESS

None

8. NEW BUSINESS

- | | |
|---|---------|
| A. Budget Resolutions FY13-14 – ATTACHMENTS | ACTION |
| 1. Operating Budget | |
| 2. Capital Reserve | |
| B. Present Board Officer Slate | RECEIVE |
| C. Vote on Board Officer Slate | ACTION |
| D. Appointment of Interim Director | ACTION |

9. CLOSED SESSION

President may entertain a motion to enter into closed session in accordance with the Illinois Open Meetings Act.

10. OPEN SESSION

President may entertain a motion to reconvene in Open Session.

11. FUTURE AGENDAS

RECEIVE

12. ADJOURNMENT

CALENDAR

July 16, 2013 Board Meeting, Nichols Board Room, 7pm
August 21, 2013 Board Meeting, Nichols Board Room, 7pm
September 18, 2013 Board Meeting, Nichols Board Room, 7pm
October 16, 2013 Board Meeting, Nichols Board Room, 7pm
November 20, 2013 Board Meeting, Nichols Board Room, 7pm
December 18, 2013 Board Meeting, Nichols Board Room, 7pm

**MINUTES OF THE REGULAR MEETING
OF THE LIBRARY BOARD OF TRUSTEES
MAY 15, 2013**

1. CALL TO ORDER

Board President Jeff Davis called the regular meeting to order at 7:03 p.m. in the Board Room of Nichols Library.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Board Present:

Arvind K. Aggarwal
Sandy Benson
Ron Davidson
Jeff B. Davis
Bruce Hanson (until 8:00 p.m.)
Brian Moore
Vince Rosanova
Madhu Uppal
Rick Wills

Student Board Present:

Nick Landi
Benjamin Samuel

Staff Present:

John Spears, Executive Director
Julie Rothenfluh, Deputy Director
Sue Prindiville, NID Library Manager
Karen Dunford, NBL Library Manager
Olya Tymciurak, NSL Library Manager
Kim Neidermyer, Marketing Manager
Theresa Rodriguez, HR Manager
Jeff Scheuerman, Finance Manager
Kent Palmer, NID Business Librarian
Denise Pucel, Facilities Manager
Carla Eisley, NBL Children's Svcs. Assoc.

4. CONSENT AGENDA

13-5/15-546

A. Approval of Minutes

1. April 17, 2013 Board Workshop
2. April 17, 2013 Regular Minutes
3. September 20, 2012 Closed Meeting (moved to Closed Session)

B. Approval of Expenditures

April FY13

Handwritten Checks	\$ 0.00
Accounts Payable	567,589.45
Payroll (4/5/13, 4/19/13)	809,912.31
Acct. & Data Processing Charges	757.53
Other	<u>26,812.08</u>
TOTAL	1,405,071.37

C. Financial Reports

1. Statement of Cash – April 30 , 2013
2. Statement of Revenue and Expense – April, 2013

Spears discussed the difference between budgeted revenues and year-to-date revenues and that the Library did not use the full Operating Balance included in the FY13 Budget. He stated that there are three options available for how the Library may use the existing balance: lessen the tax burden in a subsequent year; replenish the Capital Reserve Fund; and/or fully or partially fund Library projects in the City's CIP. The Board agreed that there would need to be discussion on how to utilize the Balance at a future date.

Motion was made and seconded to approve the April Consent Agenda as presented.

ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, HANSON, MOORE, ROSANOVA, UPPAL, WILLS. MOTION DECLARED CARRIED.

5. COMMUNICATIONS AND PUBLIC FORUM

None.

6. REPORTS

A. Employee of the Month

13-5/15-547

Spears introduced Employee of the Month, Carla Eisley, NBL Children's Services Associate, and shared some of the positive comments from her nomination. The Board applauded Eisley for her outstanding service.

B. Director's Report – Board Orientation

13-5/15-548

Spears introduced Kent Palmer, NID Business Librarian, to give a report on the business outreach and services offered by the Library. The Board thanked Palmer for his informative report and excellent service to the community.

As part of the Director's Report, Spears noted that circulation is up over 5% the last 2 months at each facility. The Board asked about Sunday evenings in relation to increased circulation. Spears stated that Sunday NID statistics are the same as any other evening and that the pilot hours have been very well received by the community. The Board discussed the possibility of implementing permanent Sunday hours to include 95th Street Library and Naper Blvd. Library. Spears and staff addressed the Board's questions and concerns, staffing patterns, etc. Spears stated that May 2015 would likely be the earliest that permanent Sunday hours could begin due to budget concerns. He also stated that the pilot has to end in June, but is hopeful that with analysis of usage statistics, as well as public response, the necessary funding may be attainable.

C. Quarterly Statistics

13-5/15-549

The quarterly statistical report was accepted as presented.

D. Monthly Statistics

13-5/15-550

The monthly statistical report was accepted as presented.

7. OLD BUSINESS

13-5/15-551

None.

8. NEW BUSINESS

A. Review of HR Policy

13-5/15-552

Spears thanked HR Manager Theresa Rodriguez for her leadership since joining NPL less than a year ago and for her efforts in the process of updating the HR Policy. Rodriguez and Spears reviewed the notable changes in the policy and answered questions from the Board.

Motion was made and seconded to approve the HR Policy as presented as presented.

MOTION DECLARED CARRIED.

B. Review of Policy 225 – Home Delivery of Materials to Residents with Disabling Conditions

13-5/15-553

Spears reviewed the need for this policy and stated that the changes presented are mostly cosmetic.

Motion was made and seconded to approve Policy 225 – Home Delivery of Materials to Residents with Disabling Conditions as presented. **MOTION DECLARED CARRIED.**

C. Approval of Non-Resident Fee for FY13-14

13-5/15-554

Spears stated that the Non-Resident Fee calculation method is reviewed on an annual basis. The Board asked for a brief review of the different calculation methods available to choose from. Spears discussed the options, and the Board came to consensus that the tax-bill method that has been used in recent years is still the most effective and equitable formula for the community.

Motion made to approve the continued use of the tax-bill method of non-resident fee calculation with the designated rates per county effective June 1, 2013. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA, UPPAL, WILLS. ABSENT: HANSON. MOTION DECLARED CARRIED.**

D. Report of Board Nominating Committee

13-5/15-555

Board President Davis reported that he and Trustee Hanson will present a slate of officers at the June Board meeting.

Motion was made and seconded to approve the report of the nominating committee to present the slate at the June Board meeting. **MOTION DECLARED CARRIED.**

E. Vision and Mission Statement

13-5/15-556

Karen Dunford, NBL Library Manager, reported on the creative process that led to the proposed statements. After lengthy discussion, including straw polls, the Board came to consensus on both the Vision and Mission statements, with the Vision statement to include an ellipsis.

Motion made to approve the Vision Statement “A Place to Be. The Place to Become...” and the Mission Statement “Inform, Inspire, Imagine”. **MOTION DECLARED CARRIED.**

9. CLOSED SESSION

12-2/16-557

The Board entered into closed session at 8:54 p.m. in accordance with the Illinois Open Meetings Act Section 2(c)(21) The discussion of minutes of meetings lawfully closed under the Open Meetings Act...and Section 2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body...and Section 2(c)(8) Security procedures and the use of personnel and equipment... **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA, UPPAL, WILLS. ABSENT: HANSON. MOTION DECLARED CARRIED.**

10. RETURN TO OPEN SESSION

12-2/16-558

Motion made and seconded to return to open session at 9:31 p.m. Davis advised that the Board had approved and released closed minutes from September 20, 2012; discussed a personnel issue with Executive Director Spears, and discussed a security/criminal issue. **ROLL CALL VOTE: AYE: AGGARWAL, BENSON, DAVIDSON, DAVIS, MOORE, ROSANOVA, UPPAL, WILLS. ABSENT: HANSON. MOTION DECLARED CARRIED.**

11. FUTURE AGENDAS

12-9/20-559

No changes were made to the annual schedule.

12. ADJOURNMENT

12-9/20-560

Motion made and seconded to adjourn the meeting at 8:40 p.m. **MOTION DECLARED CARRIED.**

Respectfully submitted,

Barbara Prescott
Administrative Assistant

Expenditure Approval List
5/9/2013
Breakdown by Fund

Description		Operating Fund 102	Capital Reserve Fund 106	Gift Fund 107	Bond Fund 301	Povinelli Fund 624	Total All Funds
Operating Fund	Fiscal Year 2013	\$ 129,981.11					\$ 129,981.11
Operating Fund	Fiscal Year 2014	1,221.36					\$ 1,221.36
Capital Reserve							
West Town Refrigeration			\$ 26,730.00				\$ 26,730.00
Gift Fund							
Amazon.com				\$ 1,272.00			\$ 1,272.00
TOTAL		\$ 131,202.47	\$ 26,730.00	\$ 1,272.00			\$ 159,204.47

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0017340	ADULT READING ROUNDTABLE						
2013 BOOT	CAMP 005550		00 05/09/2013	102-6102-455.50-22	REGISTER S.V.	75.00	
2013 BOOT	CAMP 005550		00 05/09/2013	102-6102-455.50-22	WORKBOOK NIC	10.00	
VENDOR TOTAL *						85.00	
0017591	AMAZON.COM LLC						
604578781029748005550			00 05/09/2013	102-6505-455.60-68	MATERIALS (35)	1,709.95	
604578781029748005550			00 05/09/2013	107-7110-455.30-09	GIFT-SRP 8 KINDLE PRIZES	1,272.00	
VENDOR TOTAL *						2,981.95	
0003837	AMERICAN BACKFLOW PREV. INC.						
35608	005550		00 05/09/2013	102-6201-455.40-34	BACKFLOW REPAIR NIC	EFT:	425.00
35607	005550		00 05/09/2013	102-6301-455.40-34	BACKFLOW REPAIR NBL	EFT:	1,070.00
35473	005550		00 05/09/2013	102-6401-455.40-34	BACKFLOW REPAIR NSL	EFT:	575.00
VENDOR TOTAL *						.00	2,070.00
9000001	ARELLANO, SARITHA						
NPL REFND 5/13	005550		00 05/09/2013	102-0000-347.11-00	REFUND ROOM RENTALS	720.00	
VENDOR TOTAL *						720.00	
9000001	ARNOLD, RYAN T.						
NPL REFND 5/13	005550		00 05/09/2013	102-0000-352.10-00	REFUND LOST ITEM FEE	20.74	
VENDOR TOTAL *						20.74	
0004276	AUDIOGO						
486181	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	206.77	
VENDOR TOTAL *						206.77	
0015730	AURICO REPORTS INC						
190645	005550		00 05/09/2013	102-6104-455.30-29	BACKGRND REPORTS (6) 4/13	EFT:	399.00
VENDOR TOTAL *						.00	399.00
0016871	AV CAFE INC						
41684	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	106.95	
VENDOR TOTAL *						106.95	
0000824	BAKER & TAYLOR CORP						
2028101032	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	59.22
2028105688	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	229.09
2028122875	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	905.89
2028135377	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	281.67
2028132472	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	44.11
2028100229	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	2,682.91
2028112949	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	1,267.71
L411830 4/13	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	10,471.69
VENDOR TOTAL *						.00	15,942.29
0006685	BAKER & TAYLOR ENTERTAINMENT						
M13468300	005550		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	114.75
VENDOR TOTAL *						.00	114.75
0000823	BAKER & TAYLOR-CORP						

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0000823 2028112441	BAKER & TAYLOR-CORP 005550	00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	3,865.83
VENDOR TOTAL *						.00	3,865.83
0017390 9625207464	BARNESANDNOBLE.COM LLC 005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	356.56	
9625207465	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	939.27	
9622718086	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	2,339.12	
9622718087	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	669.82	
VENDOR TOTAL *						4,304.77	
0015795 NPL REIMB 5/13	BARWIOLEK, WACLAW 005689	00	05/09/2013	102-6606-455.60-72	REIMB SOD NIC	15.92	
VENDOR TOTAL *						15.92	
0011299 NPL REIMB 5/13	BOKKA, ROHINI 005700	00	05/09/2013	102-6104-455.50-24	REIMB IUG CONFR 4/13	712.28	
VENDOR TOTAL *						712.28	
0000855 B2803894	BRODART COMPANY 005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	28.53	
B2804122	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	15.11	
B2804124	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	291.98	
B2805780	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	108.73	
B2805985	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	1,889.79	
B2807306	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	220.37	
B2807557	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	1,284.48	
B2807558	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	122.22	
B2807566	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	72.14	
B2809907	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	390.99	
B2813370	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	11.32	
B2813529	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	10.97	
B2813530	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	50.08	
B2813541	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	587.12	
B2817748	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	344.39	
B2817755	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	78.66	
B2817354	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	215.58	
B2819600	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	1,191.87	
B2819601	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	308.62	
B2819613	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	13.95	
B2822102	005599	00	05/09/2013	102-6505-455.60-68	MATERIALS	580.95	
VENDOR TOTAL *						7,817.85	
0011947 NPL REIMB 5/13	BUENDING, NORMAN 005689	00	05/09/2013	102-6104-455.50-24	REIMB MLG 4/5+19/13	10.17	
VENDOR TOTAL *						10.17	
0000778 111794	BUIKEMA'S ACE HARDWARE CORP 005601	00	05/09/2013	102-6201-455.40-34	GARAGE NIC	141.57	
111885	005601	00	05/09/2013	102-6201-455.40-34	MTC NIC	134.50	

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0000778	BUIKEMA'S ACE HARDWARE CORP						
820796	005601	00	05/09/2013	102-6201-455.60-66	MULCH NIC	66.32	
111930	005601	00	05/09/2013	102-6401-455.40-34	STUDY ROOMS NSL	227.69	
542917	005601	00	05/09/2013	102-6401-455.40-34	STUDY ROOMS NSL	605.31	
542976	005601	00	05/09/2013	102-6401-455.40-34	STUDY ROOMS NSL	43.80	
543072	005601	00	05/09/2013	102-6401-455.40-34	STUDY ROOMS NSL	63.09	
820796	005601	00	05/09/2013	102-6401-455.60-66	MULCH NSL	66.33	
542843	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY	23.36	
REWARD 5/13	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY	20.00-	
542928	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY	41.79	
112030	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY NIC	50.65	
112147	005601	00	05/09/2013	102-6606-455.60-72	BLDG REPAIR NIC	77.61	
542996	005601	00	05/09/2013	102-6606-455.60-72	BLDG REPAIR	298.02	
543045	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY NSL	108.00	
542833	005601	00	05/09/2013	102-6606-455.60-62	BLDG SUPPLY NSL	44.96	
					VENDOR TOTAL *	1,973.00	
0015463	CHAN, ROSE						
NPL REIMB 5/13	005692	00	05/09/2013	102-6104-455.50-24	REIMB MLG 3/9-4/25/13	19.49	
					VENDOR TOTAL *	19.49	
0013340	CHASE CARD SERVICES						
CREDITCARD4/13	005550	00	05/09/2013	102-6102-455.50-22	C2E3 TIX M.K.	54.88	
CREDITCARD4/13	005550	00	05/09/2013	102-6102-455.50-22	COM MEDIA WRKSH L.W.	186.75	
CREDITCARD4/13	005550	00	05/09/2013	102-6104-455.50-24	ALA CONFR REG J.S.	419.00	
CREDITCARD4/13	005550	00	05/09/2013	102-6104-455.50-45	PANERA/BOARD WORKSHOP	240.89	
CREDITCARD4/13	005550	00	05/09/2013	102-6104-455.50-51	USPS STAMPS H.R.	10.45	
CREDITCARD4/13	005550	00	05/09/2013	102-6221-455.60-74	JOYLABZ/MAKEY MAKEY STEM	107.85	
CREDITCARD4/13	005550	00	05/09/2013	102-6301-455.60-74	PARTYCITY/PROGRAM NBL	26.93	
CREDITCARD4/13	005550	00	05/09/2013	102-6505-455.60-68	MATERIALS (2)	208.95	
CREDITCARD4/13	005550	00	05/09/2013	102-6808-455.60-63	NTWRK SOL DOMAIN NAMES IT	99.90	
CREDITCARD4/13	005550	00	05/09/2013	102-6808-455.60-63	PAYPAL PAYFLOW FEES	79.90	
					VENDOR TOTAL *	1,435.50	
0014525	CHICAGO OFFICE TECHNOLOGY INC						
214848	005550	00	05/09/2013	102-6808-455.60-75	PRINTER OVERAGE 1/15-4/15	1,681.16	
					VENDOR TOTAL *	1,681.16	
0000147	COFFMAN TRUCK SALES INC						
1000558454	PI7383 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	275.00-	
1000578688	PI0592 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	194.60	
1000582635	PI0774 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	58.07	CITY ENTRY
					VENDOR TOTAL *	22,33-	
0001988	COMMUNICATION REVOLVING FUND						
T1331934	005550	00	05/09/2013	102-6808-455.50-41	BANDWIDTH NIC+NSL 3/13	980.00	
					VENDOR TOTAL *	980.00	
0017073	COSTABILE, STACEY						
NPL REIMB 5/13	005692	00	05/09/2013	102-6102-455.50-22	REIMB TRAINING 4/26/13	EFT:	59.62

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0017073	COSTABILE, STACEY						
NPL REIMB	5/13 005692		00 05/09/2013	102-6301-455.60-74	REIMB TAGTEAM 4/13 NBL	EFT:	15.00
NPL REIMB	5/13 005692		00 05/09/2013	102-6301-455.60-74	REIMB MANGA CLUB NBL	EFT:	18.84
					VENDOR TOTAL *	.00	93.46
0006328	CURRAN, MARGARET A.						
NPL REIMB	5/13 005692		00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 3/19/13	EFT:	7.91
					VENDOR TOTAL *	.00	7.91
0015422	DELLA TERZA, DAVID						
NPL REIMB	5/13 005692		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/1-26/13	EFT:	55.09
					VENDOR TOTAL *	.00	55.09
0000196	DEMCO INC						
4949930	005601		00 05/09/2013	102-6321-455.60-74	EASEL A.S. NBL	EFT:	164.50
4949108	005601		00 05/09/2013	102-6401-455.60-74	MITI PROGRAM SUPPLY	EFT:	103.36
4949930	005601		00 05/09/2013	102-6421-455.60-74	EASEL+HOLDER A.S. NSL	EFT:	245.80
4949855	005601		00 05/09/2013	102-6441-455.60-74	RACK SHLVNG NSL	EFT:	51.68
					VENDOR TOTAL *	.00	565.34
0015308	DONOVAN, DEANNA						
NPL REIMB	5/13 005692		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/29/13	5.08	
					VENDOR TOTAL *	5.08	
0017273	DOUCETTE, KIERSTEN						
NPL REIMB	5/13 005692		00 05/09/2013	102-6221-455.60-74	REIMB FLOWER PEN PROGRAM	EFT:	67.92
					VENDOR TOTAL *	.00	67.92
0012479	E D C EDUCATIONAL SERVICES						
2739020	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	1,002.55	
					VENDOR TOTAL *	1,002.55	
0016404	EISLEY, CARLA						
AWARD 5/13	000243		00 05/09/2013	102-6104-455.50-45	EMPLOYEE OF MONTH AWARD	100.00	
					VENDOR TOTAL *	100.00	FY 14
0017280	FIRST COMMUNICATIONS LLC						
11932163	005700		00 05/09/2013	102-6104-455.50-41	PHONE SVC 4/13	1,218.56	
					VENDOR TOTAL *	1,218.56	
0010241	GALE						
99124026	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	59.18	
99140299	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	48.73	
99140509	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	120.70	
99147506	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	102.36	
99148684	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	40.93	
99158840	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	225.54	
					VENDOR TOTAL *	597.44	
0002318	GENERAL CABLE INDUSTRIES INC						

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0002318	GENERAL CABLE INDUSTRIES INC						
RETURNED REELS PI1778			00 04/25/2013	410-0000-141.00-00	CONDUCTORS (WIRE & CABLE) PO NUM 131448	6,000.00-	
RETURNED REELS PI1779			00 04/25/2013	410-0000-141.00-00	CONDUCTORS (WIRE & CABLE) PO NUM 131464	4,000.00-	CITY ENTRY
					VENDOR TOTAL *	10,000.00-	
0001434	GLASS DOCTOR - NAPERVILLE LLC						
658	005550		00 05/09/2013	102-6401-455.40-34	STUDY ROOM WALLS NSL	12,854.40	
					VENDOR TOTAL *	12,854.40	
0017543	GOLDEN, MARY						
NPL REIMB 5/13 005692			00 05/09/2013	102-6104-455.50-24	REIMB ILA CONFR 10/2012	242.38	
					VENDOR TOTAL *	242.38	
0001031	GRAINGER INC						
9124932865	005601		00 05/09/2013	102-6301-455.40-34	PLUMBING REPAIR NBL	69.88	
9127954007	005602		00 05/09/2013	102-6301-455.40-34	REPAIR NBL	30.47	
9127953991	005602		00 05/09/2013	102-6401-455.40-34	CLOCK MOTORS NSL	233.08	
9124656829	005602		00 05/09/2013	102-6401-455.40-34	UL LIGHTS NSL	300.00	
9120276226	005601		00 05/09/2013	102-6606-455.60-62	BALLAST NSL	572.56	
9124583551	005601		00 05/09/2013	102-6606-455.60-62	BALLAST NSL	572.56-	
9128548980	005602		00 05/09/2013	102-6606-455.60-72	REPAIR NBL	52.88	
					VENDOR TOTAL *	686.31	
0016371	GREEN GRASS INC						
21988	005603		00 05/09/2013	102-6301-455.60-66	LANDSCAPE NBL	3,960.00	
					VENDOR TOTAL *	3,960.00	
0002844	GREENWOOD, SUSAN						
NPL REIMB 5/13 005699			00 05/09/2013	102-6104-455.50-24	REIMB MLG 2/1-27/13	EFT:	48.59
					VENDOR TOTAL *	.00	48.59
0013986	HARRISON, JEANNE						
NPL REIMB 5/13 005699			00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 2/26/13	3.95	
NPL REIMB 5/13 005699			00 05/09/2013	102-6104-455.50-24	REIMB MLG 2/13-4/23/13	18.08	
					VENDOR TOTAL *	22.03	
0004471	HOUCHEN BINDERY						
204112	005550		00 05/09/2013	102-6505-455.50-28	MATERIALS REPAIR	89.89	
					VENDOR TOTAL *	89.89	
0015891	ILLINOIS DEPARTMENT OF REVENUE						
4003-2191	005550		00 05/09/2013	102-6104-455.90-39	SALES TAX APRIL 2013	235.00	
					VENDOR TOTAL *	235.00	
0017502	KERNS, KATHLEEN						
NPL REIMB 5/13 005699			00 05/09/2013	102-6104-455.50-24	REIMB MLG 9/26+27/12	11.66	
NPL REIMB 5/13 005699			00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/2-11/13	16.38	
					VENDOR TOTAL *	28.04	
0016052	KESSLER, LISA						

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0016052 NPL REIMB	KESSLER, LISA 5/13 005699		00 05/09/2013	102-6104-455.50-24	REIMB MLG 2/4-28/13	53.11	
					VENDOR TOTAL *	53.11	
0016191 224468512 224468552	KONICA MINOLTA BUSINESS SOLUTIONS 005603 005603		00 05/09/2013 00 05/09/2013	102-6104-455.40-35 102-6104-455.40-35	MTC COPIER O/D 4/13 MTC COPIER GRAPHICS 4/13	8.74 182.81	
					VENDOR TOTAL *	191.55	
0015219 NPL REIMB	KUKUK, RONALD 5/13 005699		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/2-30/13	EFT:	31.08
					VENDOR TOTAL *	.00	31.08
0000222 54298	LIBRARY STORE, THE 005550		00 05/09/2013	102-6421-455.60-74	LABELS A.S. NSL	32.94	
					VENDOR TOTAL *	32.94	
0003781 20130579-P-CM 20130604-P-CM	LINDCO EQUIPMENT SALES INC PI1765 130153 PI1766 130153		00 04/24/2013 00 04/24/2013	502-4610-582.60-73 502-4610-582.60-73	EQUIPMENT REPAIR SERVICE EQUIPMENT REPAIR SERVICE	2,449.22- 150.99-	CITY ENTRY
					VENDOR TOTAL *	2,600.21-	
0002122 97855 97856	LIVE OAK MEDIA 005597 005597		00 05/09/2013 00 05/09/2013	102-6505-455.60-68 102-6505-455.60-68	MATERIALS MATERIALS	32.35 388.17	
					VENDOR TOTAL *	420.52	
0015309 NPL REIMB	LONDE, ELIZABETH 5/13 005699		00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 4/26/13	31.28	
					VENDOR TOTAL *	31.28	
9000001 NPL REFUND AV	MANIAN, JAISON 005550		00 05/09/2013	102-0000-347.22-00	AV FEE CARD	62.88	
					VENDOR TOTAL *	62.88	
9000001 NPL REFUND AV	MC CARTER, JEAN M. 005550		00 05/09/2013	102-0000-347.22-00	AV FEE CARD	25.89	
					VENDOR TOTAL *	25.89	
0016405 NPL REIMB	MEHROTRA, ARUN 5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/5+12/13	EFT:	5.08
					VENDOR TOTAL *	.00	5.08
0013242 NPL REIMB NPL REIMB	MEHROTRA, RASHMI 5/13 005700 5/13 005700		00 05/09/2013 00 05/09/2013	102-6102-455.50-22 102-6104-455.50-24	REIMB TRAINING 4/17+26/13 REIMB MLG 4/4-29/13	EFT: EFT:	54.58 16.39
					VENDOR TOTAL *	.00	70.97
0005990 7294 5/13	MIDWEST TAPE 005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	442.28

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0005990	MIDWEST TAPE							
7295 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	3,422.96
7298 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	2,931.61
7299 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	14,005.58
7300 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	2,090.62
7301 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	565.67
7293 5/13	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	8,207.43
						VENDOR TOTAL *	.00	31,666.15
0009601	MINNICK, MONICA							
NPL REIMB 5/13	005700		00	05/09/2013	102-6104-455.50-24	REIMB MLG 3/6+4/22/13	EFT:	11.86
						VENDOR TOTAL *	.00	11.86
0000240	MINUTEMAN PRESS NAPERVILLE INC							
148194	005603		00	05/09/2013	102-6105-455.50-28	BUSINESS CARDS(250)	42.99	
148178	005603		00	05/09/2013	102-6105-455.50-28	ENVELOPES NBL	164.15	
148457	005603		00	05/09/2013	102-6105-455.50-28	BUSINESS CARDS(750)	128.97	
148508	005603		00	05/09/2013	102-6105-455.50-28	RULES OF CONDUCT(500)	160.87	
148517	005603		00	05/09/2013	102-6105-455.50-28	JUV BOOK DAY POSTERS(3)	112.47	
148475	005686		00	05/09/2013	102-6105-455.50-28	NLW POSTERS(3)	36.13	
						VENDOR TOTAL *	645.58	
0017503	NEIDERMYER, KIMBERLY							
NPL REIMB 5/13	005700		00	05/09/2013	102-6104-455.50-24	REIMB MLG 4/1-30/13	31.92	
						VENDOR TOTAL *	31.92	
0010984	NOLIDIS, CARLA							
NPL REIMB 5/13	005700		00	05/09/2013	102-6104-455.50-24	REIMB MLG 2/26-4/16/13	EFT:	59.26
						VENDOR TOTAL *	.00	59.26
0006448	OFFICE DEPOT							
654069255001	005603		00	05/09/2013	102-6221-455.60-74	SUPPLY A.S. NIC	6.00	
654069255001	005603		00	05/09/2013	102-6241-455.60-74	SUPPLY SHLVNG NIC	11.96	
654067322001	005603		00	05/09/2013	102-6301-455.60-74	SUPPLY MNGMNT NBL	11.29	
654065366001	005603		00	05/09/2013	102-6331-455.60-74	SUPPLY JUV NBL	43.79	
654075753001	005603		00	05/09/2013	102-6421-455.60-74	SUPPLY A.S. NSL	41.64	
654075753001	005603		00	05/09/2013	102-6431-455.60-74	SUPPLY JUV NSL	93.63	
						VENDOR TOTAL *	208.31	
0015646	OVERDRIVE INC							
1056051603093	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	622.70
1056051604017	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	200.88
1056051605507	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	174.99
1056173522710	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	1,474.71
1056174135090	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	1,429.85
MR1056000104	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	185.00
1056152052053	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	499.97
1056083852563	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	457.60
1056083853060	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	293.81
1056083854733	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	201.45

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0015646	OVERDRIVE INC							
1056190742783	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	356.88
1056070430457	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	283.75
1056070430990	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	259.83
1056070431187	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	261.00
1056070431343	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	370.50
1056180126100	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	6,848.99
MX10561705004	005599		00	05/09/2013	102-6505-455.60-68	MATERIALS	EFT:	1,996.00
						VENDOR TOTAL *	.00	15,917.91
0001489	PEREGRINE STIME NEWMAN RITZMAN							
53722	005550		00	05/09/2013	102-6104-455.35-01	LEGAL SVCS 1/1-4/26/13	504.00	
						VENDOR TOTAL *	504.00	
0001584	PERMA-BOUND							
1528952-01	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	813.60	
						VENDOR TOTAL *	813.60	
0002102	PRINDIVILLE, ANNA S							
NPL REIMB 5/13	005700		00	05/09/2013	102-6102-455.50-22	REIMB TRAINING 1/9/13	7.91	
NPL REIMB 5/13	005700		00	05/09/2013	102-6104-455.50-24	REIMB MLG 1/22-4/23/13	53.96	
						VENDOR TOTAL *	61.87	
0017190	PUCEL, DENISE							
NPL REIMB 5/13	005700		00	05/09/2013	102-6401-455.60-66	REIMB TREES NSL	210.00	
						VENDOR TOTAL *	210.00	
0014540	PURCHASE ADVANTAGE CARD							
4-3-13	005700		00	05/09/2013	102-6104-455.50-45	SPIRIT TEAM SUPPLY	83.84	
4-17-13	005700		00	05/09/2013	102-6104-455.50-45	BOARD WORKSHOP	19.54	
4-29-13	005700		00	05/09/2013	102-6104-455.50-45	SPIRIT TEAM SUPPLY	140.12	
4-5-13	005702		00	05/09/2013	102-6105-455.60-63	TAX ADJUSTMENT	.37	
4-5-13	005700		00	05/09/2013	102-6201-455.60-74	MOVIE PROGRAM NIC	20.94	
4-9-13	005700		00	05/09/2013	102-6221-455.60-74	WII+TAGTEAM NIC	10.67	
4-5-13	005700		00	05/09/2013	102-6421-455.60-74	MOVIE PROGRAM NSL	31.68	
4-20-13	005700		00	05/09/2013	102-6421-455.60-74	TEEN 4/20-30 PRGRMS NSL	37.27	
						VENDOR TOTAL *	343.69	
0001600	RECORDED BOOKS INC							
74704023	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	11.45	
74707918	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	47.00	
74708737	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	226.75	
74711427	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	63.65	
74711452	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	6.95	
74714562	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	113.37	
74717949	005597		00	05/09/2013	102-6505-455.60-68	MATERIALS	6.95	
						VENDOR TOTAL *	476.12	
0005664	REIST, AYNNE A							
NPL REIMB 5/13	005700		00	05/09/2013	102-6104-455.50-24	REIMB MLG 4/4/13	EFT:	3.11

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0005664	REIST, AYNNE A						
					VENDOR TOTAL *	.00	3.11
0017613	RODRIGUEZ, THERESA						
NPL REIMB	5/13 005700		00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 4/25/13	16.95	
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 3/7-4/30/13	81.93	
					VENDOR TOTAL *	98.88	
0005888	ROSEN PUBLISHING GROUP						
564774	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	1,609.80	
					VENDOR TOTAL *	1,609.80	
0003848	SCHOLASTIC INC						
6482679	005700		00 05/09/2013	102-6105-455.60-63	SRP JUV BOOK PRIZES	3,990.27	
					VENDOR TOTAL *	3,990.27	
0017018	SMALLWOOD, JEFF						
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/1-28/13	52.26	
					VENDOR TOTAL *	52.26	
0015330	SPEARS, JOHN						
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/15-29/13	253.68	
					VENDOR TOTAL *	253.68	
0016460	STAPLES BUSINESS ADVANTAGE						
3197938612	005603		00 05/09/2013	102-6606-455.60-62	CONSUMABLES NBL	173.84	
3197938613	005603		00 05/09/2013	102-6606-455.60-62	CONSUMABLES NIC	674.12	
3197938614	005603		00 05/09/2013	102-6606-455.60-62	CONSUMABLES NIC	595.74	
3198393040	005603		00 05/09/2013	102-6606-455.60-62	CONSUMABLES NBL	272.63	
3198393041	005603		00 05/09/2013	102-6606-455.60-62	CONSUMABLES NSL	202.00	
					VENDOR TOTAL *	1,918.33	
0017564	SWIFT, CARRIE						
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 10/10+11/12	EFT:	7.77
					VENDOR TOTAL *	.00	7.77
0015361	THE BOOK FARM INC						
MTBWEB040413	005687		00 05/09/2013	102-6105-455.60-76	PROGRAM PUPPETS NIC+NBL	223.81	
MTBWEB1707	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	74.75	
MTBWEB1721	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	223.30	
MTBWEB1727	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	553.15	
MTBWEB1727-1	005599		00 05/09/2013	102-6505-455.60-68	MATERIALS	119.60	
					VENDOR TOTAL *	1,194.61	
0005127	THE GREAT COURSES						
S01640988	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	79.95	
S01653092	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	159.90	
S01659150	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	114.95	
S01669156	005597		00 05/09/2013	102-6505-455.60-68	MATERIALS	59.95	
					VENDOR TOTAL *	414.75	
0007205	TONG, FRANCES						

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0007205 NPL REIMB	TONG, FRANCES 5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB IUG CONFR 4/13	485.15	
					VENDOR TOTAL *	485.15	
0015768 NPL REIMB	TOONEN, KAREN 5/13 005700		00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 11/1/12	EFT:	12.21
NPL REIMB	5/13 005700		00 05/09/2013	102-6102-455.50-22	REIMB TRAINING 4/4-26/13	EFT:	100.23
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 11/7+28/12	EFT:	11.10
NPL REIMB	5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/3+12/13	EFT:	8.19
					VENDOR TOTAL *	.00	131.73
9000001 NPL REFUND AV	UNG, CHRISTOPHER 005550		00 05/09/2013	102-0000-347.22-00	AV FEE CARD	25.68	
					VENDOR TOTAL *	25.68	
0012268 237906	UNIQUE MANAGEMENT SERVICES INC 005703		00 05/09/2013	102-6104-455.30-29	COLLECTION AGENCY 4/13	EFT:	888.30
					VENDOR TOTAL *	.00	888.30
0001375 128Y4W173	UNITED PARCEL SERVICES, INC. 005603		00 05/09/2013	102-6104-455.50-51	4-27-13	12.88	
					VENDOR TOTAL *	12.88	
9000001 NPL REFUND AV	VANDEGRIFF, PAUL A. 005550		00 05/09/2013	102-0000-347.22-00	AV FEE CARD	13.97	
					VENDOR TOTAL *	13.97	
0003971 3230260-2011-1	WASTE MANAGEMENT INC 005550		00 05/09/2013	102-6201-455.40-34	TRASH+RECYCLE 5/13 NIC	398.33	
4667402-2007-7	005550		00 05/09/2013	102-6301-455.40-34	TRASH+RECYCLE 5/13 NBL	209.02	
4667403-2007-5	005550		00 05/09/2013	102-6401-455.40-34	TRASH+RECYCLE 5/13 NSL	343.68	
					VENDOR TOTAL *	951.03	
0009473 119145	WEST TOWN REFRIGERATION 005700		00 05/09/2013	106-7110-455.40-34	CONDENSING UNIT NIC FINAL	26,730.00	
					VENDOR TOTAL *	26,730.00	
0016398 NPL REIMB	WEST, LISA 5/13 005700		00 05/09/2013	102-6104-455.50-24	REIMB MLG 4/3-30/13	81.93	
					VENDOR TOTAL *	81.93	
0001419 69936	XEROX FINANCIAL SERVICES CORP 000243		00 05/09/2013	102-6808-455.60-75	PRINTER MTC 5/13	1,121.36	
					VENDOR TOTAL *	1,121.36 FY14	
					EFT TOTAL ***		72,023.40
					TOTAL EXPENDITURES ****	74,558.53	72,023.40
				GRAND TOTAL *****			146,581.93
					COFFMAN TRUCK SALES INC		22.33
					GENERAL CABLE INDUSTRIES INC		10,000.00
					LINDCO EQUIPMENT SALES INC		2,600.21

ADD CITY
 DEDUCTS

TOTAL EXPENDITURES

\$ 159,204.47

Expenditure Approval List
5/16/2013
Breakdown by Fund

[illegible]

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0000445	ALARM DETECTION SYSTEMS INC	49771					
49771-1059	000845	00	05/16/2013	102-6104-455.50-41	MONITOR ALARM 6/13 NIC	EFT:	182.27
49771-1059	000845	00	05/16/2013	102-6104-455.50-41	MONITOR ALARM 6/13 NBL	EFT:	165.47
49771-1059	000845	00	05/16/2013	102-6104-455.50-41	MONITOR ALARM 6/13 NSL	EFT:	227.14
					VENDOR TOTAL *	.00	FY14 574.88
0004469	AMERICAN APPRAISAL ASSOC						
100831	005744	00	05/16/2013	102-6104-455.30-29	ANNUAL APPRAISAL REPORT	1,070.00	
					VENDOR TOTAL *	1,070.00	
0016848	BRUEGGEMANN, LOUISE						
NPL REIMB 5/13	005744	00	05/16/2013	102-6104-455.50-24	REIMB MLG 3/28-4/23/13	EFT:	21.19
					VENDOR TOTAL *	.00	21.19
0011867	CANON SOLUTIONS AMERICA, INC						
4009567919	000845	00	05/16/2013	102-6104-455.40-35	MTC COPIERS (12) 5/13	417.45	FY14
4009571901	000845	00	05/16/2013	102-6104-455.40-35	MTC COPIERS (9) 6/13	143.21	
4009569581	005744	00	05/16/2013	102-6104-455.40-35	OVERAGE 9 COPIERS 4/13	12.14	
					VENDOR TOTAL *	572.80	
0016672	CENTERPOINT ENERGY SERVICES INC						
4407671	005744	00	05/16/2013	102-6201-455.60-44	GAS SVC 4/13 NIC	1,994.53	
4407671	005744	00	05/16/2013	102-6301-455.60-44	GAS SVC 4/13 NBL	816.00	
4407671	005744	00	05/16/2013	102-6401-455.60-44	GAS SVC 4/13 NSL	1,264.15	
					VENDOR TOTAL *	4,074.68	
0000147	COFFMAN TRUCK SALES INC						
1000558454	PI7383 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	275.00-	CITY ENTRY
1000578688	PI0592 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	194.60	
1000582635	PI0774 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS	58.07	
					VENDOR TOTAL *	22.33-	
0010495	CRYSTAL MAGEMENT & MAINT CORP						
21244	000845	00	05/16/2013	102-6201-455.40-34	CLEANING SVC 5/13 NIC	1,850.00	
21244	000845	00	05/16/2013	102-6301-455.40-34	CLEANING SVC 5/13 NBL	2,790.00	
21244	000846	00	05/16/2013	102-6401-455.40-34	CLEANING SVC 5/13 NSL	3,560.00	
					VENDOR TOTAL *	8,200.00	FY14
0017746	CYBERPATROL						
2300	000845	00	05/16/2013	102-6808-455.60-63	CYBERPATROL 4 YRS	1,570.86	
					VENDOR TOTAL *	1,570.86	FY14
0002636	DUNFORD, KAREN S						
NPL REIMB 5/13	005744	00	05/16/2013	102-6104-455.50-24	REIMB MLG 4/18-30/13	EFT:	24.86
					VENDOR TOTAL *	.00	24.86
0014378	EVANS, JILL						
NPL REIMB 5/13	005744	00	05/16/2013	102-6104-455.50-24	REIMB MLG 9/5+12/12	13.88	
					VENDOR TOTAL *	13.88	
0016371	GREEN GRASS INC						

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VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0016371	GREEN GRASS INC							
40304	005744		00	05/16/2013	102-6201-455.60-66	LAWN MTC 4/13 NIC	180.00	
40123	005744		00	05/16/2013	102-6301-455.60-66	LAWN MTC 4/13 NBL	310.00	
40170	005744		00	05/16/2013	102-6401-455.60-66	LAWN MTC 4/13 NSL	210.00	
						VENDOR TOTAL *	700.00	
0002844	GREENWOOD, SUSAN							
NPL REIMB	5/13 005744		00	05/16/2013	102-6102-455.50-22	REIMB MLG 3/1-25/13	EFT:	12.71
						VENDOR TOTAL *	.00	12.71
9000001	HAUTER, BARBARA							
NPL REFND	5/13 005744		00	05/16/2013	102-0000-352.10-00	REFUND LOST ITEM FEE	25.20	
						VENDOR TOTAL *	25.20	
9000001	HU, LING-LING							
NPL REFND	5/13 005744		00	05/16/2013	102-0000-347.11-00	REFUND ROOM RENTALS	50.00	
						VENDOR TOTAL *	50.00	
0015931	KRUEGER, MARISSA							
NPL REIMB	5/13 005744		00	05/16/2013	102-6104-455.50-24	REIMB C2E2 4/27/13	47.90	
						VENDOR TOTAL *	47.90	
0003781	LINDCO EQUIPMENT SALES INC							
20130579-P-CM	PI1765 130153 00 04/24/2013				502-4610-582.60-73	EQUIPMENT REPAIR SERVICE	2,449.22-	
20130604-P-CM	PI1766 130153 00 04/24/2013				502-4610-582.60-73	EQUIPMENT REPAIR SERVICE	150.99-	
						VENDOR TOTAL *	2,600.21-	CITY ENTRY
0000240	MINUTEMAN PRESS NAPERVILLE INC							
148515	005744		00	05/16/2013	102-6105-455.50-28	SRP JUV READING LOGS-9900	1,851.36	
						VENDOR TOTAL *	1,851.36	
0001242	NAPERVILLE PUBLIC LIBRARY							
PETTY CASH	5/13005744		00	05/16/2013	102-0000-352.10-00	ILL FEES(2)	32.95	
PETTY CASH	5/13005744		00	05/16/2013	102-6102-455.50-22	TRAINING(2)	10.45	
PETTY CASH	5/13005744		00	05/16/2013	102-6221-455.60-74	NLW BALLOONS A.S. NIC	15.17	
						VENDOR TOTAL *	58.57	
0017590	PALMER, KENT							
NPL REIMB	5/13 005744		00	05/16/2013	102-6104-455.50-24	REIMB MSW 4/17/13	67.14	
						VENDOR TOTAL *	67.14	
0015981	PARTITION PROS INC							
772	005744		00	05/16/2013	102-6301-455.40-34	MTC PARTITION NBL	523.00	
771	005744		00	05/16/2013	102-6401-455.40-34	MTC SKYFOLD PARTITION NSL	1,595.00	
771	005744		00	05/16/2013	102-6401-455.40-34	MTC AUTO SHADES NSL	989.00	
						VENDOR TOTAL *	3,107.00	
0013105	PHOENIX SYSTEMS & SERVICE INC							
29314	005744		00	05/16/2013	102-6401-455.40-34	AUTO DOORS/FIRE ALARM NSL	EFT:	2,618.00
						VENDOR TOTAL *	.00	2,618.00
0013979	RICOH USA INC							

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0013979 5026040067	RICOH USA INC 005744		00	05/16/2013	102-6104-455.40-35	COPIES 2/8-5/7 GRAPHICS	483.35	
						VENDOR TOTAL *	483.35	
0017718 NPL REIMB	SHINNEMAN, ERIN 5/13 005744		00	05/16/2013	102-6104-455.50-24	REIMB LACONI 4/26/13	32.76	
						VENDOR TOTAL *	32.76	
0017464 NPL REIMB	SNYDER, RACHEL 5/13 005744		00	05/16/2013	102-6104-455.50-24	REIMB C2E2 4/26/13	EFT:	29.50
						VENDOR TOTAL *	.00	29.50
0016100 46788	TUMBLEWEED PRESS INC 000845		00	05/16/2013	102-6505-455.60-68	MATERIALS	598.50	
						VENDOR TOTAL *	598.50	
0001375 X57468193	UNITED PARCEL SERVICES, INC. 005744		00	05/16/2013	102-6104-455.50-51	4/24/13 P.U.	16.33	
						VENDOR TOTAL *	16.33	
						EFT TOTAL ***		3,281.14
						TOTAL EXPENDITURES ****	19,917.79	3,281.14
						GRAND TOTAL *****		23,198.93
						COFFMAN TRUCK SALES INC		22.33
						LINDCO EQUIPMENT SALES INC		2,600.21

ADD CITY
 DEDUCTS

TOTAL EXPENDITURES 25,821.47

Expenditure Approval List
5/23/2013
Breakdown by Fund

Description	Operating Fund 102	Capital Reserve Fund 106	Gift Fund 107	Bond Fund 301	Povinelli Fund 624	Total All Funds
Operating Fund	\$ 161,279.58					\$ 161,279.58
TOTAL	\$ 161,279.58					\$ 161,279.58

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VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0015630 4108737	A RIFKIN CO 000849		00	05/23/2013	102-6104-455.60-74	MONEY BAG SEALS	157.99	
						VENDOR TOTAL *	157.99	
0017591 604578781029748000873 604578781029748000873	AMAZON.COM LLC 000873 000873		00	05/23/2013 05/23/2013	102-6105-455.60-63 102-6505-455.60-68	LEGO CLUB SUPPLY JUV NIC MATERIALS(18)	539.99 673.62	
						VENDOR TOTAL *	1,213.61	
0008066 133033 133032	ANDERSON ELEVATOR, INC. 000849 000849		00	05/23/2013 05/23/2013	102-6201-455.40-34 102-6301-455.40-34	ELEVATOR MTC 5/13 NIC ELEVATOR MTC 5/13 NBL	323.00 166.00	
						VENDOR TOTAL *	489.00	
0005741 2508436 2508432 2508434	ANDERSON PEST SOLUTIONS CO 000875 000875 000875		00	05/23/2013 05/23/2013 05/23/2013	102-6201-455.40-34 102-6301-455.40-34 102-6401-455.40-34	PEST CONTROL 5/13 NIC PEST CONTROL 5/13 NBL PEST CONTROL 5/13 NSL	41.00 41.00 41.00	
						VENDOR TOTAL *	123.00	
9000001 NPL REFND 5/13 005550	ARNOLD, RYAN T. 005550		00	05/09/2013	102-0000-352.10-00	REFUND LOST ITEM FEE	CHECK #: 571999	20.74-
						VENDOR TOTAL *	.00	VOID CHECK 20.74-
0015131 630961410105 630Z26551505	AT&T 001058 000876		00	05/23/2013 05/23/2013	102-6104-455.50-41 102-6808-455.50-41	PHONE SVC 5/13 INTERNET+WAN 5/13	1,186.37 2,554.08	
						VENDOR TOTAL *	3,740.45	
0015539 4421029	AT&T MOBILITY, INC 000849		00	05/23/2013	102-6104-455.50-41	PHONES(14) 4/8-5/7/13	78.47	
						VENDOR TOTAL *	78.47	
0004276 487106	AUDIOGO 000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	120.00
						VENDOR TOTAL *	.00	120.00
0000855 B2819430 B2825091 B2825092 B2827500 B2827501 B2832016 304509	BRODART COMPANY 000873 000873 000873 000873 000873 000873 000873		00	05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013	102-6505-455.60-68 102-6505-455.60-68 102-6505-455.60-68 102-6505-455.60-68 102-6505-455.60-68 102-6505-455.60-68 102-6505-455.60-74	MATERIALS MATERIALS MATERIALS MATERIALS MATERIALS MATERIALS PROCESSING SUPPLY T.S.	60.03 263.20 244.66 669.15 9.88 187.74 62.89	
						VENDOR TOTAL *	1,497.55	
0013553 12748566	CANON FINANCIAL SERVICES INC 000849		00	05/23/2013	102-6104-455.40-35	LEASE COPIERS(12) 5/13	EFT:	1,019.00
						VENDOR TOTAL *	.00	1,019.00
0011644	CCH INC							

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0011644	CCH INC							
2100103589	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	2,871.00	
						VENDOR TOTAL *	2,871.00	
0005466	CENGAGE LEARNING							
99198476	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	71.97	
99198635	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	181.43	
99199677	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	155.19	
99200032	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	105.71	
99208576	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	27.99	
99213699	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	28.79	
99213992	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	23.24	
99214118	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	17.99	
99214589	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	119.95	
99215643	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	47.23	
99238636	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	150.34	
						VENDOR TOTAL *	929.83	
0011437	CENTER POINT PUBLISHING							
1091868	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	174.96	
						VENDOR TOTAL *	174.96	
0013340	CHASE CARD SERVICES							
CREDITCARD5/13	000875		00	05/23/2013	102-6505-455.60-68	MATERIALS (7)	168.13	
CREDITCARD5/13	000875		00	05/23/2013	102-6505-455.60-68	KINDLE E-BOOK MATERIALS	94.17	
CREDITCARD5/13	000875		00	05/23/2013	102-6808-455.60-63	NTWRK SOL DOMAIN NAMES IT	185.04	
CREDITCARD5/13	000875		00	05/23/2013	102-6808-455.60-63	NTWRK SOL DOMAIN NAMES IT	1,420.58	
CREDITCARD5/13	000875		00	05/23/2013	102-6808-455.60-63	NTWRK SOL DOMAIN NAMES IT	17.98	
CREDITCARD5/13	000875		00	05/23/2013	102-6808-455.60-63	TECH SOUP/WINDOW 8-3 I.T.	36.00	
						VENDOR TOTAL *	1,921.90	
0017315	CHECKOUTSTORE INC							
382784	000849		00	05/23/2013	102-6505-455.60-74	PROCESSING SUPPLY T.S.	168.00	
						VENDOR TOTAL *	168.00	
0000147	COFFMAN TRUCK SALES INC							
1000558454	PI7383 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS		275.00-	
1000578688	PI0592 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS		194.60	
1000582635	PI0774 100847	00	01/02/2013	502-4610-582.60-73	VEHICLE MAINTENANCE ITEMS		58.07	
						VENDOR TOTAL *	22.33-	CITY ENTRY
0013973	COLLEGE SOURCE INC							
304125	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	1,193.00	
						VENDOR TOTAL *	1,193.00	
0017073	COSTABILE, STACEY							
NPL REIMB 5/13	000875		00	05/23/2013	102-6105-455.60-63	REIMB TEEN BRACELET PRGRM	EFT:	80.46
NPL REIMB 5/13	000875		00	05/23/2013	102-6105-455.60-63	REIMB TEEN ENVELOPE PRGRM	EFT:	53.82
						VENDOR TOTAL *	.00	134.28
0000196	DEMCO INC							

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0000196	DEMCO INC							
4964530	000875		00	05/23/2013	102-6105-455.60-63	E.CARLE BOOKMARKS	EFT:	16.00
4964530	000875		00	05/23/2013	102-6411-455.60-74	BOOKMARKS CIRC NSL	EFT:	115.20
4972799	000875		00	05/23/2013	102-6431-455.60-74	SUPPLY JUV NSL	EFT:	108.18
4972112	000875		00	05/23/2013	102-6505-455.60-74	PROCESSING SUPPLY T.S.	EFT:	541.39
						VENDOR TOTAL *	.00	780.77
9000001	DISANTO, MICHAEL							
NPL REFND	5/13 000849		00	05/23/2013	102-0000-352.10-00	REFUND LOST ITEM FEE	20.49	
						VENDOR TOTAL *	20.49	
0017273	DOUCETTE, KIERSTEN							
NPL REIMB	5/13 000875		00	05/23/2013	102-6105-455.60-63	REIMB TEEN PROGRAM SUPPLY	EFT:	15.98
NPL REIMB	5/13 000875		00	05/23/2013	102-6105-455.60-63	REIMB TEEN PIZZA+BOOKS	EFT:	10.00
						VENDOR TOTAL *	.00	25.98
0004388	FLOORING MANAGEMENT GROUP INC							
13327	000875		00	05/23/2013	102-6301-455.40-34	CARPET MTC 5/13 NBL	EFT:	919.45
13318	000875		00	05/23/2013	102-6401-455.40-34	CARPET MTC 5/13 NSL	EFT:	3,523.28
						VENDOR TOTAL *	.00	4,442.73
0014179	FOSTER, ANDREA							
NPL REIMB	5/13 000875		00	05/23/2013	102-6104-455.50-24	REIMB MLG 4/23-30/13	EFT:	15.82
						VENDOR TOTAL *	.00	15.82
0001031	GRAINGER INC							
9140084642	000875		00	05/23/2013	102-6104-455.60-63	LASER DISTANCE METER	93.70	
9132556698	000875		00	05/23/2013	102-6606-455.60-62	BALLAST NSL	1,218.88	
9136896181	000875		00	05/23/2013	102-6606-455.60-62	LIGHTS NBL	52.88	
						VENDOR TOTAL *	1,365.46	
0000536	GRAYBAR ELECTRIC INC							
966308915	000875		00	05/23/2013	102-6606-455.60-62	ELECTRICAL PARTS NIC	EFT:	114.54
						VENDOR TOTAL *	.00	114.54
0016371	GREEN GRASS INC							
40254	000849		00	05/23/2013	102-6201-455.60-66	LAWN MTC 5/13 NIC	180.00	
40253	000849		00	05/23/2013	102-6301-455.60-66	LAWN MTC 5/13 NBL	310.00	
40252	000849		00	05/23/2013	102-6401-455.60-66	LAWN MTC 5/13 NSL	210.00	
						VENDOR TOTAL *	700.00	
0006156	GREY HOUSE PUBLISHING							
870601	000873		00	05/23/2013	102-6505-455.60-68	MATERIALS	5,055.00	
						VENDOR TOTAL *	5,055.00	
0004471	HOUCHEN BINDERY							
204733	000873		00	05/23/2013	102-6505-455.50-28	MATERIALS REPAIR	10.40	
						VENDOR TOTAL *	10.40	
0001522	ILLINOIS LIBRARY ASSN							

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0001522 1779340	ILLINOIS LIBRARY ASSN 001058		00	05/23/2013	102-6104-455.50-21	MEMBERSHIP R.MEHROTRA	135.00	
						VENDOR TOTAL *	135.00	
0015238 R232382-IN R232384-IN R232386-IN R232387-IN R232402-IN	INNOVATIVE INTERFACES INC 000875 000875 000875 000875 000875		00	05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013	102-6808-455.40-35 102-6808-455.40-35 102-6808-455.40-35 102-6808-455.40-35 102-6808-455.40-35	CONTENT CAFE 5/1-4/30/14 ENCORE MTC 5/1-4/30/14 RESEARCH PRO 5/1-4/30/14 ENCORE SYNERGY 5/1-4/30 MILLENNIUM MTC 5/1-4/30	EFT: EFT: EFT: EFT: EFT:	8,920.00 6,120.90 9,000.00 2,250.00 65,218.80
						VENDOR TOTAL *	.00	91,509.70
0000242 417843 417846	KIPPS LAWNMOWER SALES INC 000850 000850		00	05/23/2013 05/23/2013	102-6401-455.60-66 102-6401-455.60-66	REPAIR TRACTOR NSL PART-TRACTOR NSL	179.11 26.55	
						VENDOR TOTAL *	205.66	
0000222 56460	LIBRARY STORE, THE 000850		00	05/23/2013	102-6505-455.60-74	PROCESSING SUPPLY T.S.	643.82	
						VENDOR TOTAL *	643.82	
0003781 20130579-P-CM 20130604-P-CM	LINDCO EQUIPMENT SALES INC PI1765 130153 PI1766 130153		00	04/24/2013 04/24/2013	502-4610-582.60-73 502-4610-582.60-73	EQUIPMENT REPAIR SERVICE EQUIPMENT REPAIR SERVICE	2,449.22- 150.99-	
						VENDOR TOTAL *	2,600.21-	CITY ENTRY
0012097 55944	MANAGEMENT ASSOCIATION OF ILL CORP 000850		00	05/23/2013	102-6104-455.50-21	MEMBERSHIP 7/13-6/14	1,115.00	
						VENDOR TOTAL *	1,115.00	
0013242 NPL REIMB 5/13	MEHROTRA, RASHMI 000875		00	05/23/2013	102-6231-455.60-74	REIMB SUPPLY JUV NIC	EFT:	20.95
						VENDOR TOTAL *	.00	20.95
0016482 503835913	MOTION PICTURE LICENSING CORP 000850		00	05/23/2013	102-6105-455.60-63	LICENSE 6/13-6/14 NIC	172.89	
						VENDOR TOTAL *	172.89	
0006448 65643368001 656459075001 656459283001 65643368001 65643368001 65643368001 656434231001 656461402001	OFFICE DEPOT 000875 000875 000875 000875 000875 000875 000875 000875		00	05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013 05/23/2013	102-6104-455.60-74 102-6221-455.60-74 102-6221-455.60-74 102-6321-455.60-74 102-6331-455.60-74 102-6331-455.60-74 102-6331-455.60-74 102-6441-455.60-74	SUPPLY ADMIN SUPPLY A.S. NIC SUPPLY A.S. NIC SUPPLY A.S.NBL SUPPLY JUV NBL SUPPLY JUV NBL SUPPLY JUV NBL SUPPLY SHLVNG NSL	11.62 107.68 16.58 46.84 65.92 31.49 36.53	
						VENDOR TOTAL *	316.66	
0005872 657202401	ORIENTAL TRADING CO INC 000850		00	05/23/2013	102-6105-455.60-63	SRP DECORATIONS JUV NSL	151.00	

VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK	CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0005872	ORIENTAL TRADING CO INC							
						VENDOR TOTAL *	151.00	
0013327	OTIS ELEVATOR COMPANY							
CYS08550613	001058	00		05/23/2013	102-6401-455.40-34	MTC 6/1/13-5/31/14 NSL	11,240.40	
						VENDOR TOTAL *	11,240.40	
0015646	OVERDRIVE INC							
1056051621323	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	95.00
1056051618777	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	645.01
1056051619500	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	186.88
1056170651330	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	223.09
1056173641333	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	381.72
1056102055067	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	321.15
1056051607863	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	1,426.09
1056051610063	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	39.95
1056143952570	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	2,844.43
H-0015802	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	EFT:	12,000.00
						VENDOR TOTAL *	.00	18,163.32
0001584	PERMA-BOUND							
1528952-02	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	508.50	
						VENDOR TOTAL *	508.50	
0001600	RECORDED BOOKS INC							
74722919	000873	00		05/23/2013	102-6505-455.60-68	MATERIALS	226.75	
						VENDOR TOTAL *	226.75	
0004142	RESEARCH TECHNOLOGY INTERNATIONAL							
174742	000850	00		05/23/2013	102-6505-455.60-74	DISC CLEANER SUPPLY	1,769.95	
						VENDOR TOTAL *	1,769.95	
0011698	S & S WORLDWIDE							
7694309	000850	00		05/23/2013	102-6105-455.60-63	PROGRAM SUPPLY JUV NIC	20.94	
						VENDOR TOTAL *	20.94	
0017621	SHI INTERNATIONAL CORP							
B01059034	000850	00		05/23/2013	102-6808-455.60-63	SYMANTEC SOFTWARE	818.00	
						VENDOR TOTAL *	818.00	
0017464	SNYDER, RACHEL							
NPL REIMB 5/13	000875	00		05/23/2013	102-6105-455.60-63	REIMB TAGTEAM NSL	EFT:	20.00
						VENDOR TOTAL *	.00	20.00
0016460	STAPLES BUSINESS ADVANTAGE							
3199072589	000875	00		05/23/2013	102-6606-455.60-62	CONSUMABLES NSL	603.78	
3199758007	000875	00		05/23/2013	102-6606-455.60-62	CONSUMABLES NBL	263.21	
3199758008	000876	00		05/23/2013	102-6606-455.60-62	CONSUMABLES NIC	559.12	
						VENDOR TOTAL *	1,426.11	
0000409	SUBURBAN DOOR CHECK & LOCK INC							

PREPARED 05/23/2013, 13:53:38
PROGRAM: GM339LA
City Of Naperville

EXPENDITURE APPROVAL LIST
AS OF: 05/23/2013 CHECK DATE: 05/23/2013

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VEND NO INVOICE NO	VENDOR NAME VOUCHER NO	P.O. NO	BNK CHECK/DUE DATE	ACCOUNT NO	ITEM DESCRIPTION	CHECK AMOUNT	EFT OR HAND-ISSUED AMOUNT
0000409 435788	SUBURBAN DOOR CHECK & LOCK INC 000850		00 05/23/2013	102-6606-455.60-62	KEYS (4)	9.20	
VENDOR TOTAL *						9.20	
0014815 67014 67014	TANTOR MEDIA 000201 000201		00 01/04/2013 00 05/23/2013	102-6505-455.60-68 102-6505-455.60-68	MATERIALS MATERIALS	CHECK #: 568376 24.23	24.23-
VENDOR TOTAL *						24.23	24.23-
0015616 4369190	THE PITNEY BOWES BANK INC 000875		00 05/23/2013	102-6104-455.40-52	MAIL EQUIP 6/16-9/15 NIC	59.85	
VENDOR TOTAL *						59.85	
0016624 50836660	ULINE INC 000850		00 05/23/2013	102-6241-455.60-74	SECURITY TIES SHLVNG NIC	59.43	
VENDOR TOTAL *						59.43	
0001375 X57468203	UNITED PARCEL SERVICES, INC. 001059		00 05/23/2013	102-6104-455.50-51	5-18-13	17.06	
VENDOR TOTAL *						17.06	
0001398 6336	WALL STREET JOURNAL INC 000873		00 05/23/2013	102-6505-455.60-68	MATERIALS	691.21	
VENDOR TOTAL *						691.21	
0009473 119452 119452 119452	WEST TOWN REFRIGERATION 000876 000876 000876		00 05/23/2013 00 05/23/2013 00 05/23/2013	102-6201-455.40-34 102-6301-455.40-34 102-6401-455.40-34	HVAC MTC 5/13 NIC HVAC MTC 5/13 NBL HVAC MTC 5/13 NSL	829.00 702.00 2,065.00	
VENDOR TOTAL *						3,596.00	
0001409 6580944	WESTON WOODS 000873		00 05/23/2013	102-6505-455.60-68	MATERIALS	18.95	
VENDOR TOTAL *						18.95	
HAND ISSUED TOTAL ***							44.97-
EFT TOTAL ***							116,367.09
TOTAL EXPENDITURES ****						42,314.18	116,322.12
GRAND TOTAL *****							158,636.30

ADD NPL VOID CHECK PG 1 20.74
ADD CITY ENTRY PG 2 22.33
ADD CITY ENTRY PG 4 2000.21

TOTAL EXPENDITURES \$ 161,279.58

CITY OF NAPERVILLE
NAPERVILLE PUBLIC LIBRARY FUNDS
STATEMENT OF CASH AND INVESTMENT POSITION
April, 2013-Period 13

	102	106	107	624	
	OPERATING	CAPITAL RESERVE	GIFT/ MEMORIAL	POVINELLI ENDOWMENT	CAPITAL PROJECT FUNDS
NET CASH & COST VALUE OF INVESTMENT BALANCE	1,300,167.01	150,763.78	21,365.03	10,600.25	
UNREALIZED GAIN/(LOSS) ON MARKET VALUE OF INVESTMENT	(70,359.35)	(8,490.48)	(217.06)	(109.78)	
BEGINNING CASH & MARKET VALUE OF INVESTMENTS BALANCE	\$1,229,807.66	\$142,273.30	\$21,147.97	\$10,490.47	\$0.00
ADD RECEIPTS:					
REVENUES					
TAXES	68.20				
TAX RELIEF	-				
INTEREST & DIVIDENDS	4,610.51	730.50	44.58	22.15	
CURRENT MONTH - REALIZED GAIN/(LOSS) ON INVESTMENT	(21.89)	(3.39)	(0.26)	(0.13)	
CURRENT MONTH - UNREALIZED GAIN/(LOSS) ON INVESTMENT	3,442.95	547.86	42.92	21.26	
OTHER RECEIPTS	27,278.07	-	-	-	
INTERFUND TRANSFER TO CAPITAL RESERVE	-	-	-	-	
FEES, GRANT & OTHERS	25,281.48	-	-	-	
TOTAL RECEIPTS:	60,659.32	1,274.97	87.24	43.28	-
LESS CASH DISBURSEMENTS:					
ACCOUNTS PAYABLE 5/16/2013	14,316.57	-	-	-	
ACCOUNTS PAYABLE 5/9/2013	129,981.11	26,730.00	1,272.00		
PAYROLL 5/17/2013	81,866.60				
PAYROLL 5/3/2013	400,294.02				
PAYROLL	-				
CBD PARKING	-				
VEHICLE M&O	564.20				
POSTAGE	-				
INVESTMENT-CC FEE *	825.13	132.90	5.18	2.60	
AUDIT SERVICE	-				
UTILITY PAYMENTS	19,461.56				
MONERIS FEE	697.90	-	-	-	
BANK FEE **	598.77	98.15	3.62	1.82	
INTERFUND TRANSFER - FLEX ACCOUNT	340.90				
TOTAL DISBURSEMENTS	648,946.76	\$26,961.05	\$1,280.80	\$4.42	\$0.00
NET CASH & COST VALUE OF INVESTMENT BALANCE	708,436.62	124,529.84	20,128.55	10,617.85	
UNREALIZED GAIN/(LOSS)	(66,916.40)	(7,942.62)	(174.14)	(88.52)	
CASH & MARKET VALUE OF INVESTMENT BALANCE	641,520.22	116,587.22	19,954.41	10,529.33	
Add:					
Library Per Capita Grant-accrued in FY 2012, will receive in FY 2013	145,775.24				
Fund Balance at FY 2013 year end	787,295.46	116,587.22	19,954.41	10,529.33	

PREPARED BY : Tess Estrada

* Shown on Library report in revenue netted with realized gain(loss) on investment

**Shown on Library report in revenue netted with Bank Fee, NSF's & Credit Card Charge Back's - Timing Issue also accounts for numbers not in balance.

The Purpose of this report is to present a Treasurer's Statement using financial information from GMBA. The report presents a monthly recap of the cash position, which supports the prepared library schedules for reasonableness.

Titles have been changed to provide a more accurate description of activity and balances.

There may be small timing differences when comparing Statement of Cash and Investment Position to the Operating Revenues and Other Funding Sources Report.

Per Balance Sheet

CASH & INVESTMENTS, INTEREST RECEIVABLE	787,295.46	116,587.22	19,954.41	10,529.33
DIFFERENCE	0.00	29 0.00	0.00	0.00

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2012-13
OPERATING REVENUES AND OTHER FUNDING SOURCES
100 % of FY

APRIL 2013 UNAUDITED FINAL

ACCOUNT NUMBER	<u>OPERATING FUND 102</u>	<u>ANNUAL BUDGET</u>	<u>REVISED BUDGET</u>	FY13 MONTH OF <u>APRIL</u>	FY13 CURRENT <u>YTD</u>	% <u>YTD</u>	FY12 PREV. YR. <u>TOTAL</u>
OTHER FUNDING SOURCES							
	Operating Balance	673,940	673,940	0	0		0
	TOTAL OTHER SOURCES			0	0		0
REVENUES							
	Property Taxes	13,210,500	13,241,500	486	13,241,737	100.0%	12,493,211
	Personal Prop Tax Relief	200,000	190,000	44,449	188,078	99.0%	189,701
	Investment Income	120,750	94,400	3,187	88,850	94.1%	95,756
	Per Capita Grant	138,000	138,000	145,775	145,775	105.6%	145,470
	Other Grants	0	12,000	0	12,000	100.0%	85
	Fines and Fees	840,000	777,000	51,266	763,574	98.3%	792,611
	Reimbursements	0	0	0	0		0
	Prior Year Encumbrances	0	0	0	0		0
	TOTAL REVENUES	14,509,250	14,452,900	245,163	14,440,013	99.9%	13,716,834
	TOTAL FUNDING ALL SOURCES	15,183,190	15,126,840	245,163	14,440,013	95.5%	13,716,834
EXPENDITURES							
	Total Salaries	8,136,422	8,080,072	624,657	7,992,689	98.9%	7,790,837
	Total Benefits	2,639,005	2,639,055	198,903	2,395,579	90.8%	2,461,561
	Total Salaries & Benefits (% of TOTAL)	10,775,427 71.0%	10,719,127 72.1%	823,560 58.3%	10,388,268 72.1%	96.9%	10,252,398 71.5%
	Tuition/Travel/Training	88,000	78,800	13,185	75,466	95.8%	71,655
	Memberships	13,000	13,000	44	11,958	92.0%	11,973
	Advertising & Recruitment	20,000	8,000	0	1,630	20.4%	15,912
	Printing (Inside & Outside) & Promo.	60,360	50,460	3,054	49,806	98.7%	59,273
	Programminng	42,250	35,250	15,186	34,162	96.9%	28,512
	Support Services	79,000	60,100	4,768	60,075	100.0%	108,209
	Legal Services	20,000	3,975	504	1,494	37.6%	6,970
	Professional Fees & Taxes	23,000	8,900	2,100	4,835	54.3%	23,662
	Insurance Premiums	60,000	59,950	0	59,387	99.1%	54,475
	Rep & Maint (Bldg/Grounds)	460,000	424,000	57,898	402,857	95.0%	417,487
	Rep & Maint (Equip/Veh/Mat's)	190,250	188,750	31,088	179,023	94.8%	148,255
	Telecommunications	120,000	95,000	7,148	84,397	88.8%	114,015
	Utilities	419,000	418,000	48,205	393,417	94.1%	379,712
	Reception & Entertainment	15,000	21,200	3,682	21,110	99.6%	21,722
	Postage	16,000	11,000	72	10,362	94.2%	13,162
	Equipment Rentals	10,000	10,000	639	8,335	83.3%	8,347
	City Services	33,243	28,599	0	28,599	100.0%	23,476
	Grant Expenses & Taxes	3,674	4,474	448	4,357	97.4%	3,424
	Bldg & Maint Supplies	77,150	65,650	8,487	64,381	98.1%	64,460
	Library & Office Supplies	117,336	105,436	16,583	97,388	92.4%	104,663
	Equipment & Furnishings	240,500	167,169	8,441	144,881	86.7%	269,283
	Library Materials	2,300,000	2,300,000	368,248	2,291,734	99.6%	2,135,980
	(Materials as % of TOTAL)	15.1%	15.5%	26.1%	15.9%		14.9%
	TOTAL EXPENDITURES	15,183,190	14,876,840	1,413,342	14,417,923	96.9%	14,337,027

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2012-13
OTHER FUNDS
100 % of FY

APRIL 2013 UNAUDITED FINAL

ACCOUNT NUMBER	DESCRIPTION	ANNUAL BUDGET	REVISED BUDGET	FY13 MONTH OF APRIL	FY13 CURRENT YTD	% YTD	FY12 PREV. YR. TOTAL
<u>CAPITAL RESERVE FUND - 106</u>							
106.301.01.00	Beginning Balance	500,000	78,500	0			
<u>Revenues</u>							
106.399.12.00	Year-end Transfer		762,246	0	762,246	100.0%	
106.361.10.00	Investment Income	6,000	8,000	731	9,293	116.2%	6,963
106.361.10.02	Money Mgmt Fees	(750)	(750)	(231)	(991)	132.2%	(784)
106.369.10.00	Sale Used Equipment	20,000	20,000	0	13,579	67.9%	21,828
106.369.99.00	Reimbursement		125,000	0	125,000	100.0%	
	Total Revenues	25,250	914,496	499	909,127	99.4%	28,007
	Total Available	525,250	992,996				
<u>Expenses</u>							
106.455.35.09	Professional Fees	25,000	20,000	0	17,567	87.8%	1,374
106.455.40.34	Bldg Repair/Maint	475,000	972,996	190,818	972,539	100.0%	87,299
106.455.70.81	Land Acquisition			0			
106.455.60.68	Books/Materials			0			
106.455.70.85	Equipment	25,250	0	0	0		102,412
106.455.70.86	Furnishings			0	0		0
	Total Expenses	525,250	992,996	190,818	990,106	99.7%	191,086
<u>GIFT/GRANT/MEMORIAL FUND - 107</u>							
107.301.01.00	Beginning Balance	17,959	17,959	0			
<u>Revenues</u>							
107.334.59.00	Grants			0			
107.361.10.00	Investment Income	500	500	45	441	88.2%	494
107.361.10.02	Money Mgmt Fees	(50)	(50)	(9)	(57)	113.9%	(55)
107.367.10.00	Memorials	1,275	1,275	0	285	22.4%	374
107.367.24.00	Gift	1,275	1,275	0	550	43.1%	515
	Total Revenues	3,000	3,000	36	1,219	40.6%	1,328
	Total Available	20,959	20,959				
<u>Expenses</u>							
107.455.30.29	Program	10,459	10,459	1,272	1,272	12.2%	8,958
107.455.60.68	Books/Materials	10,500	10,500	102	466	4.4%	742
107.455.70.85	Equipment			0			
107.455.70.86	Furnishings			0			
107.455.90.27	Grants			0	0		234
	Total Expenses	20,959	20,959	1,374	1,738	8.3%	9,934
<u>POVINELLI ENDOWMENT - 624</u>							
624.301.01.00	Beginning Balance						
<u>Revenues</u>							
624.361.10.00	Interest	215	215	22	222	103.5%	220
624.361.10.02	Money Mgmt Fees	(15)	(15)	(4)	(28)	189.7%	(23)
	Total Revenues	200	200	18	194	97.0%	197
<u>Expenses</u>							
624.455.60.68	Books/Materials	200	200	0	0		190
	Total Expenses	200	200	0	0		190

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2012-13
OPERATING EXPENDITURES

100 % of FY

APRIL 2013 UNAUDITED FINAL

	<u>ANNUAL BUDGET</u>	<u>REVISED BUDGET</u>	<u>FY13 MONTH OF APRIL</u>	<u>FY13 CURRENT YTD</u>	<u>% YTD</u>	<u>FY12 PREV. YR. TOTAL</u>
<u>Administrative Services</u>						
Salaries & Benefits	1,486,192	1,382,292	103,641	1,256,499	90.9%	1,391,238
Services(w/ promotional)	449,553	355,734	30,922	325,373	91.5%	411,228
Supplies	55,636	54,436	8,502	51,597	94.8%	56,615
Capital	60,000	24,669	460	5,126	20.8%	52,351
Programming Expenses	42,250	35,250	15,186	34,162	96.9%	28,512
Grant Expenses & Taxes	3,674	4,474	448	4,357	97.4%	3,424
Total	2,097,305	1,856,855	159,159	1,677,114	90.3%	1,943,369
<u>Nichols Library</u>						
Salaries & Benefits	3,158,302	3,182,502	228,164	3,100,842	97.4%	3,022,695
Services	155,000	125,700	10,429	116,649	92.8%	149,350
Supplies	157,050	140,050	20,158	134,735	96.2%	128,967
Total	3,470,352	3,448,252	258,751	3,352,226	97.2%	3,301,012
<u>Naper Blvd. Library</u>						
Salaries & Benefits	1,517,321	1,608,721	133,013	1,564,117	97.2%	1,470,749
Services	100,000	93,300	12,475	86,438	92.6%	99,255
Supplies	87,850	87,350	6,586	83,640	95.8%	84,186
Total	1,705,171	1,789,371	152,074	1,734,195	96.9%	1,654,190
<u>95th Street Library</u>						
Salaries & Benefits	2,312,055	2,392,505	185,649	2,346,803	98.1%	2,238,929
Services	210,000	205,000	34,994	199,770	97.4%	170,825
Supplies	202,100	219,100	25,506	199,759	91.2%	189,521
Total	2,724,155	2,816,605	246,149	2,746,331	97.5%	2,599,275
<u>Technical Services</u>						
Salaries & Benefits	653,382	505,732	38,194	494,160	97.7%	621,669
Services	57,000	39,500	90	39,496	100.0%	55,806
Supplies	35,000	25,000	3,209	24,993	100.0%	27,362
Library Materials	2,300,000	2,300,000	368,248	2,291,734	99.6%	2,135,980
Total	3,045,382	2,870,232	409,741	2,850,384	99.3%	2,840,818
<u>Facilities</u>						
Salaries & Benefits	723,307	717,382	56,484	702,923	98.0%	665,013
Services	8,000	6,000	0	33	0.5%	3,411
Supplies	77,900	66,400	8,487	64,455	97.1%	65,429
Total	809,207	789,782	64,971	767,411	97.2%	733,852
<u>Informational Technology</u>						
Salaries & Benefits	924,868	929,993	78,415	922,925	99.2%	842,105
Services	189,250	196,250	31,185	192,053	97.9%	166,603
Supplies	37,000	37,000	4,915	35,528	96.0%	38,871
Capital	180,500	142,500	7,981	139,755	98.1%	216,932
Total	1,331,618	1,305,743	122,496	1,290,261	98.8%	1,264,510
<u>Naperville Public Library Total</u>						
Salaries & Benefits	10,775,427	10,719,127	823,560	10,388,268	96.9%	10,252,398
Services	1,168,803	1,021,484	120,095	959,812	94.0%	1,056,478
Supplies	652,536	629,336	77,363	594,707	94.5%	590,951
Library Materials	2,300,000	2,300,000	368,248	2,291,734	99.6%	2,135,980
Programming Expenses	42,250	35,250	15,186	34,162	96.9%	28,512
Capital	240,500	167,169	8,441	144,881	86.7%	269,283
Grant Expenses & Taxes	3,674	4,474	448	4,357	97.4%	3,424
Total	15,183,190	14,876,840	1,413,342	14,417,923	96.9%	14,337,027

CITY OF NAPERVILLE
NAPERVILLE PUBLIC LIBRARY FUNDS
STATEMENT OF CASH AND INVESTMENT POSITION
May, 2013

	102 OPERATING	106 CAPITAL RESERVE	107 GIFT/ MEMORIAL	624 POVINELLI ENDOWMENT	CAPITAL PROJECT FUNDS
NET CASH & COST VALUE OF INVESTMENT BALANCE	708,436.62	124,529.84	20,128.55	10,617.85	
UNREALIZED GAIN/(LOSS) ON MARKET VALUE OF INVESTMENT	(66,916.40)	(7,942.62)	(174.14)	(88.52)	
BEGINNING CASH & MARKET VALUE OF INVESTMENTS BALANCE	\$641,520.22	\$116,587.22	\$19,954.41	\$10,529.33	\$0.00
ADD RECEIPTS:					
REVENUES					
TAXES	1,348,068.39				
TAX RELIEF	40,104.84				
INTEREST & DIVIDENDS	891.78	210.74	34.57	17.95	
CURRENT MONTH - REALIZED GAIN/(LOSS) ON INVESTMENT	-	-	-	-	
CURRENT MONTH - UNREALIZED GAIN/(LOSS) ON INVESTMENT	-	-	-	-	
OTHER RECEIPTS	27,699.08				
INTERFUND TRANSFER					
FEES, GRANT & OTHERS	23,112.83	0.08	105.01	-	
TOTAL RECEIPTS:	1,439,876.92	210.82	139.58	17.95	-
LESS CASH DISBURSEMENTS:					
ACCOUNTS PAYABLE 5/23/2013	161,258.84	-		-	
ACCOUNTS PAYABLE 5/16/2013	11,504.90	-	-		
ACCOUNTS PAYABLE 5/9/2013	1,221.36	-	-		
PAYROLL 5/31/2013	370,619.22				
PAYROLL 5/17/2013	327,466.38				
VEHICLE M&O	189.00				
POSTAGE	15.16				
INVESTMENT FEE *	1,959.96	209.94	7.17	3.62	
AUDIT SERVICE					
UTILITY PAYMENTS	8,560.87				
MONERIS - CC FEE	127.44	22.16	0.92	0.46	
TOTAL DISBURSEMENTS	882,923.13	\$232.10	\$8.09	\$4.08	\$0.00
NET CASH & COST VALUE OF INVESTMENT BALANCE	1,198,474.01	116,565.94	20,085.90	10,543.20	
UNREALIZED GAIN/(LOSS)	0.00	0.00	0.00	0.00	
CASH & MARKET VALUE OF INVESTMENT BALANCE	1,198,474.01	116,565.94	20,085.90	10,543.20	
Note: Next Utility Payable transfer	21,356.68				

PREPARED BY : Tess Estrada

* Shown on Library report in revenue netted with realized gain(loss) on investment

**Shown on Library report in revenue netted with Bank Fee, NSF's & Credit Card Charge Back's - Timing Issue also accounts for numbers not in balance.

The Purpose of this report is to present a Treasurer's Statement using financial information from GMBA. The report presents a monthly recap of the cash position, which supports the prepared library schedules for reasonableness.

Titles have been changed to provide a more accurate description of activity and balances.

There maybe small timing differences when comparing Statement of Cash and Investment Position to the Operating Revenues and Other Funding Sources Report.

Per Balance Sheet

CASH & INVESTMENTS, INTEREST RECEIVABLE	1,198,474.01	116,565.94	20,085.90	10,543.20
DIFFERENCE	0.00	0.00	0.00	0.00

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2013-14
OPERATING REVENUES AND OTHER FUNDING SOURCES

8 % of FY
MAY 2014

ACCOUNT NUMBER	<u>OPERATING FUND 102</u>	ANNUAL <u>BUDGET</u>	FY14 MONTH OF <u>MAY</u>	FY14 CURRENT <u>YTD</u>	% <u>YTD</u>	MAY FY13 PREV. YR. <u>YTD</u>	FY13 PREV. YR. <u>TOTAL</u>
OTHER FUNDING SOURCES							
	Operating Balance	0	0	0		0	0
	TOTAL OTHER SOURCES		0	0		0	0
REVENUES							
	Property Taxes	14,270,000	1,348,068	1,348,068	9.4%	649,848	13,241,669
	Personal Prop Tax Relief	200,000	40,105	40,105	20.1%	28,051	188,078
	Investment Income	95,500	(1,195)	(1,195)	-1.3%	2,935	85,663
	Per Capita Grant	145,000	0	0	0.0%	0	0
	Other Grants	0	0	0		0	12,000
	Fines and Fees	719,000	50,748	50,748	7.1%	68,008	764,476
	Reimbursements	0	0	0		0	0
	Prior Year Encumbrances	0	0	0		0	0
	TOTAL REVENUES	15,429,500	1,437,727	1,437,727	9.3%	748,841	14,291,885
	TOTAL FUNDING ALL SOURCES	15,429,500	1,437,727	1,437,727	9.3%	748,841	14,291,885
EXPENDITURES							
	Total Salaries	8,368,068	555,590	555,590	6.6%	625,901	7,990,155
	Total Benefits	2,616,306	142,496	142,496	5.4%	192,454	2,394,332
	Total Salaries & Benefits (% of TOTAL)	10,984,374 71.2%	698,085 77.4%	698,085 77.4%	6.4%	818,355 78.8%	10,384,487 72.9%
	Tuition/Travel/Training	89,000	16	16	0.0%	10,203	71,778
	Memberships	13,000	1,235	1,235	9.5%	135	11,958
	Advertising & Recruitment	24,000	0	0	0.0%	360	1,630
	Printing (Inside & Outside) & Promo.	66,500	0	0	0.0%	1,400	47,085
	Programminng	40,000	1,081	1,081	2.7%	3,871	30,172
	Support Services	85,000	0	0	0.0%	1,070	56,679
	Legal Services	20,000	0	0	0.0%	0	990
	Professional Fees & Taxes	23,000	0	0	0.0%	0	4,835
	Insurance Premiums	62,000	0	0	0.0%	0	59,387
	Rep & Maint (Bldg/Grounds)	482,700	28,997	28,997	6.0%	34,473	374,405
	Rep & Maint (Equip/Veh/Mat's)	171,500	93,100	93,100	54.3%	104,446	178,247
	Telecommunications	110,000	4,394	4,394	4.0%	5,302	82,198
	Utilities	427,050	29,918	29,918	7.0%	6,917	369,880
	Reception & Entertainment	15,000	100	100	0.7%	100	20,625
	Postage	14,000	32	32	0.2%	0	10,323
	Equipment Rentals	10,000	60	60	0.6%	51	8,335
	City Services	43,658	0	0	0.0%	0	28,599
	Grant Expenses & Taxes	3,700	0	0	0.0%	0	4,122
	Bldg & Maint Supplies	77,300	3,011	3,011	3.9%	1,351	61,205
	Library & Office Supplies	120,718	5,086	5,086	4.2%	3,569	94,548
	Equipment & Furnishings	297,000	4,142	4,142	1.4%	290	144,701
	Library Materials	2,250,000	32,874	32,874	1.5%	47,247	2,203,567
	(Materials as % of TOTAL)	14.6%	3.6%	3.6%		4.5%	15.5%
	TOTAL EXPENDITURES	15,429,500	902,129	902,129	5.8%	1,039,141	14,249,756

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2013-14

OTHER FUNDS

8 % of FY

MAY 2014

ACCOUNT NUMBER	DESCRIPTION	ANNUAL BUDGET	FY14 MONTH OF MAY	FY14 CURRENT YTD	% YTD	MAY FY13 PREV. YR. YTD	FY13 PREV. YR. TOTAL
<u>CAPITAL RESERVE FUND - 106</u>							
106.301.01.00	Beginning Balance	234,750	0			0	
<u>Revenues</u>							
106.399.12.00	Year-end Transfer		0		#DIV/0!	0	762,246
106.361.10.00	Investment Income	6,000	211	211	3.5%	624	8,563
106.361.10.02	Money Mgmt Fees	(750)	(232)	(232)	30.9%	(12)	(760)
106.369.10.00	Sale Used Equipment	15,000	0	0	0.0%	0	13,579
106.369.99.00	Reimbursement		0		#DIV/0!	0	125,000
	Total Revenues	<u>20,250</u>	(21)	(21)	-0.1%	612	908,627
	Total Available	<u>255,000</u>					
<u>Expenses</u>							
106.455.35.09	Professional Fees	5,000	0	0	0.0%	0	17,567
106.455.40.34	Bldg Repair/Maint	250,000	0	0	0.0%	0	945,809
106.455.70.81	Land Acquisition		0			0	
106.455.60.68	Books/Materials		0			0	
106.455.70.85	Equipment		0	0		0	0
106.455.70.86	Furnishings		0	0		0	0
	Total Expenses	<u>255,000</u>	0	0	0.0%	0	963,376
<u>GIFT/GRANT/MEMORIAL FUND - 107</u>							
107.301.01.00	Beginning Balance	2,558	0			0	
<u>Revenues</u>							
107.334.59.00	Grants		0			0	
107.361.10.00	Investment Income	450	35	35	7.7%	45	396
107.361.10.02	Money Mgmt Fees	(50)	(8)	(8)	16.2%	(1)	(48)
107.367.10.00	Memorials	500	105	105	21.0%	0	285
107.367.24.00	Gift	500	0	0	0.0%	0	550
	Total Revenues	<u>1,400</u>	131	131	9.4%	45	1,183
	Total Available	<u>3,958</u>					
<u>Expenses</u>							
107.455.30.29	Program	3,208	0	0	0.0%	0	0
107.455.60.68	Books/Materials	750	0	0	0.0%	0	466
107.455.70.85	Equipment		0			0	
107.455.70.86	Furnishings		0			0	
107.455.90.27	Grants		0	0		0	0
	Total Expenses	<u>3,958</u>	0	0	0.0%	0	466
<u>POVINELLI ENDOWMENT - 624</u>							
624.301.01.00	Beginning Balance						
<u>Revenues</u>							
624.361.10.00	Interest	225	18	18	8.0%	23	200
624.361.10.02	Money Mgmt Fees	(25)	(4)	(4)	16.3%	(0)	(24)
	Total Revenues	<u>200</u>	14	14	6.9%	23	176
<u>Expenses</u>							
624.455.60.68	Books/Materials	<u>200</u>	0	0		0	0
	Total Expenses	<u>200</u>	0	0		0	0

THE NAPERVILLE PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENSE REPORT FY 2013-14
OPERATING EXPENDITURES

8 % of FY
MAY 2014

	ANNUAL BUDGET	FY14 MONTH OF MAY	FY14 CURRENT YTD	% YTD	MAY FY13 PREV. YR. YTD	FY13 PREV. YR. TOTAL
<u>Administrative Services</u>						
Salaries & Benefits	1,438,993	82,455	82,455	5.7%	95,349	1,255,992
Services(w/ promotional)	462,658	4,730	4,730	1.0%	16,132	313,159
Supplies	54,293	302	302	0.6%	883	51,073
Capital	62,000	94	94	0.2%	290	5,126
Programming Expenses	40,000	1,081	1,081	2.7%	3,871	30,172
Grant Expenses & Taxes	3,700	0	0	0.0%	0	4,122
Total	2,061,644	88,662	88,662	4.3%	116,526	1,659,644
<u>Nichols Library</u>						
Salaries & Benefits	3,274,926	203,298	203,298	6.2%	251,918	3,101,119
Services	162,500	3,223	3,223	2.0%	4,137	115,304
Supplies	156,650	205	205	0.1%	0	124,268
Total	3,594,076	206,726	206,726	5.8%	256,054	3,340,690
<u>Naper Blvd. Library</u>						
Salaries & Benefits	1,581,943	108,753	108,753	6.9%	124,018	1,563,045
Services	107,500	4,928	4,928	4.6%	4,068	80,266
Supplies	93,600	8,705	8,705	9.3%	7,103	82,543
Total	1,783,043	122,386	122,386	6.9%	135,189	1,725,854
<u>95th Street Library</u>						
Salaries & Benefits	2,414,796	163,336	163,336	6.8%	184,126	2,345,779
Services	217,700	20,845	20,845	9.6%	26,269	178,835
Supplies	202,750	21,617	21,617	10.7%	0	186,627
Total	2,835,246	205,797	205,797	7.3%	210,394	2,711,241
<u>Technical Services</u>						
Salaries & Benefits	572,211	31,758	31,758	5.6%	40,979	494,200
Services	63,000	10	10	0.0%	181	39,406
Supplies	35,000	3,186	3,186	9.1%	2,600	24,993
Library Materials	2,250,000	32,874	32,874	1.5%	47,247	2,203,567
Total	2,920,211	67,828	67,828	2.3%	91,006	2,762,166
<u>Facilities</u>						
Salaries & Benefits	719,589	46,232	46,232	6.4%	55,035	702,475
Services	8,500	0	0	0.0%	0	33
Supplies	78,300	3,011	3,011	3.8%	1,351	61,280
Total	806,389	49,243	49,243	6.1%	56,386	763,788
<u>Informational Technology</u>						
Salaries & Benefits	981,916	62,253	62,253	6.3%	66,932	921,878
Services	170,000	94,064	94,064	55.3%	106,654	191,073
Supplies	41,975	1,121	1,121	2.7%	0	33,847
Capital	235,000	4,048	4,048	1.7%	0	139,576
Total	1,428,891	161,487	161,487	11.3%	173,586	1,286,373
<u>Naperville Public Library Total</u>						
Salaries & Benefits	10,984,374	698,085	698,085	6.4%	818,355	10,384,487
Services	1,191,858	127,801	127,801	10.7%	157,440	918,076
Supplies	662,568	38,146	38,146	5.8%	11,938	564,631
Library Materials	2,250,000	32,874	32,874	1.5%	47,247	2,203,567
Programming Expenses	40,000	1,081	1,081	2.7%	3,871	30,172
Capital	297,000	4,142	4,142	1.4%	290	144,701
Grant Expenses & Taxes	3,700	0	0	0.0%	0	4,122
Total	15,429,500	902,129	902,129	5.8%	1,039,141	14,249,756



Tuesday, June 11, 2013

John Spears
NAPERVILLE PUBLIC LIBRARY
200 W. Jefferson
Naperville, IL 60540

I'm writing to **thank you** for your support as an ILA Institutional member and to share some very good news from this year's Illinois General Assembly session that ended on Friday, May 31. **For the first time in many years, the legislature acted to approve increased funding for annual equalization grants, per capita and area grants, and per capita grants for Illinois public libraries!**

On Memorial Day, an amendment to House Bill (HB) 214 was filed that increased funding for area, per capita, and equalization grants to public libraries from \$8,782,400 to \$12,482,400. ILA monitors ALL bills that affect libraries in the state, and immediately verified the information and put its legislative advocacy machinery to work. Association leaders contacted key legislators in the House urging support, and the amendment passed out of committee and on the House floor the very next day!

The Senate was up next, and the word went out to the full ILA Legislative Advocacy Network. These association members have agreed to be ready at a moment's notice to communicate key messages effectively to their elected representatives. They went into action and the bill passed the full Senate on Friday, May 31, less than a week after it was introduced and hours before the Illinois General Assembly adjourned for the year.

ILA's legislative advocacy is a major part of our mission and our day-to-day work. Our public policy agenda consistently opposes cuts to library funding and supports funding for additional programs and services that benefit the people of Illinois.

We don't just ask for dollars, but help legislators truly understand the return on investment from libraries in their communities, including a more informed and capable electorate. Libraries contribute to employment, quality of life, and offer programs for families, seniors, and kids of all ages. ILA members communicate this to their legislators all year long, both in their home districts and in Springfield.

When additional resources became available this year, key legislators already knew the value of dedicating some of that revenue to libraries. As many of you may remember, last year ILA's legislative advocacy was instrumental in defeating Illinois House Bill (HB) 3637, which would have diverted funds from the Personal Property Replacement Tax and reduced library funding by a total of \$3,338,673. **These two bills taken together amount to more than \$7 million dollars saved or restored in Illinois library funding.**

Please share this letter with your board, helping them understand the critical role of ILA's legislative advocacy in making it possible for libraries to serve their communities. If you have colleagues or neighboring libraries that do not belong to ILA, we hope you will let them know that *your* support for ILA is part of why they will see increased funding this year. Encourage them to join you by sending them the enclosed institutional membership form or joining online at ila.org.

Institutional member dues fund ILA's legislative consultant in Springfield and our communications network to members, enabling us to keep on top of these fast-moving developments and mobilize support before it's too late. We are grateful for your organization's membership at this level, and pleased to be able to report these positive results. Thank you!

Sincerely,

Robert P. Doyle, ILA Executive Director

June 19, 2013

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| 6. REPORTS
C. Annual Report FY12-13 |
|--|

PUBLIC SERVICES

Public Services staff introduced and embraced many system-wide changes in FY13 to provide more responsive, personalized and customer-driven services.

Three initiatives stand out as universally significant: the decentralization of the materials selection process, the addition of Collection HQ into the collection management process, and the rotation of staff between facilities. Marissa Krueger, Collection Development Librarian, led the Collection Team through the decentralization process while Aynne Reist, Children's Supervisor at Naper Blvd., led the Collection HQ Team as they developed best practices to use the most common collection management reports. Staff has fine-tuned target numbers to extract meaningful reports to transfer, weed, or replace material, leading to much shifting of materials in various collections. The rotation of staff began in September 2012 to allow staff to gain a broader understanding of Library operations, and share their experience and skills with both their current departments and the department to which they are being rotated. The Sunday evening hours pilot at Nichols benefited from the rotation experience and provided a foundation for which to plan scheduling of staff from all facilities for the added hours of service.

ADULT AND TEEN SERVICES

Adult and Teen Services staff offered an increased number of adult and teen programs during the past year. Over 6,000 teens attended library programs, an increase of about 20% from FY12. Popular teen programs such as Teen Pizza Taste Off, Teen Dance on the Riverwalk and Teen Poetry Contest have become annual events that continue to draw large numbers of teen library users. Teen Advisory Group members actively promoted the Library's presence, including producing video clips promoting Library programs. Adults also enjoyed a wide variety of programs including: Tips on Walt Disney World for Families, Pay It Forward knitting and crocheting program series, Free Movies at the Library, Job Search series, and other investment and personal finance programs.

Adult and Teen Services staff also reached out to the community to provide programs and promote the NPL's resources. Kent Palmer, Business Librarian, gave presentations to multiple organizations in the community including three Rotary Clubs, the Community Career Center, and St. Thomas Jobs Ministry. The Overdrive Training Team visited retirement communities such as Carillon Club and Monarch Landing to conduct downloading ebook workshops. Teen Librarians visited schools to discuss with teachers and students collaborating on programs and promotion of resources. Two Trivia Night programs were conducted in two different Naperville restaurants, both booked solid with enthusiastic participants.

In the library, Adult and Teen Services staff started offering more personalized services for library users. Our Business Services team offered over 100 one-on-one consultations for job seekers and business starters. Tech-savvy staff taught library users to download library ebooks to their eReaders, tablets and smartphones on an often daily basis. Matchbook, a service to provide highly personalized reading recommendations, made its debut in April of 2013.

CHILDREN'S SERVICES

An astounding 74,297 children and parents attended 1,466 Children's programs. A new and popular holiday event, "the Gingerbread House contest", brought a spirit of community and cheer to the Library. Programming for grade school children was introduced through the monthly "Kids' Klubs" at 95th Street Library, and a new element in support of early literacy was added to the Lapsit program by providing multiple copies of some board books used during storytime allowing caregivers to read along together to their child during storytime. The Winter Family Read Aloud program, *READ! READ! READ! As Much As You Can!* (for families with children through 5th grade) provided the opportunity for children to interact in fun ways with the adults in their families while encouraging reading. 2,028 children registered with a participation rate of 47%, an increase of 20% over the previous year.

Children's staff kept pace with technology this year by incorporating Ipods, I pads, Tumblebooks, Overdrive, and YouTube into storytimes and by highlighting the ways these technologies can support the Early Literacy skills and the Early Literacy practices. Staff also offered the Stop Motion Movie program for the older children.

Children's staff strengthened the DuPage Children's Museum partnership by offering programs for each other and cross promoting our activities. Karen Burke, Early Literacy Librarian, offered training to museum staff that was very much appreciated. A new partnership was established with Panera Bread. Once a month, staff from the 95th Street Library provides a storytime at the restaurant near the library for up to 25 children per program. Language Stars continues to fill the gap for the foreign language storytimes. A more in-depth collaboration with the Ann Reid Early Childhood Center has resulted in the library being invited to special events beyond classroom storytimes. The Fermi Lab partnership continues with popular summer programming for older elementary students.

CIRCULATION

Circulation Services was impacted in the past year by changes to methods of resource sharing and fee structure. Most significantly, AV fees were eliminated in March. These materials now circulate free to all users, resulting in a corresponding increase in circulation numbers. Interlibrary Loan (ILL) is a costly service and changes were made to reduce costs while simultaneously opening up more avenues for obtaining materials not owned by NPL. The following changes were implemented:

- Online ILL requests are routed first to Collection Development librarians for a "buy it or borrow it" decision. If not purchased, the request proceeds to ILL staff for processing.

- NPL switched from OCLC to the much less expensive SkyRiver for cataloging purposes which resulted in ILL staff losing OCLC's world-wide electronic resource sharing venue. ILL lending stats dropped by 95%, while borrowing stats dropped by 20 - 25%.
- March 2013, NPL joined LINKin, a partnership with other area libraries for the purpose of resource sharing. As a member of LINKin, our patrons gained access to about 300,000 unique titles not owned by NPL. This method of resource sharing is much less expensive than regular ILL transactions.

Although fines were increased for the first time in over 20 years, Circulation collected over 8,444 pounds of food for the Loaves and Fishes Community Pantry in exchange for waived fines during a two-week Food for Fines collection.

Special Services continues to be active in the community, participating in Senior Fairs, making outreach visits, and supporting the efforts of local institutions.

SYSTEM-WIDE SERVICES

Many of the changes that impacted Public Services also involved Systemwide Services. Technical Services led the way in creating our hybrid selection practices (partly centralized in Technical Services with increased selection responsibilities by librarians in the various departments). Technical Services, IT, and Facilities were all impacted by the use of Collection HQ as use of this product resulted in more movement of materials between buildings and collections. And the support of IT, Facilities, and HR is critical to the job rotation process.

FACILITIES

Fiscal year 2013 was a year to rebuild, repair, revamp and repurpose for the Facilities department. While some issues are building specific there are a few that were system-wide. With some key changes in personnel in FY12, exterior doors at all three locations were rekeyed. Facilities staff assisted the IT department with the installation of the digital signage and added power for the digital petting zoos.

Each building had its own issues and challenges. Nichols had the roof replaced, which coincided with other work: replacing the condenser, the main air-handler motor, and one circulating pump. Other projects included repairs to walkway on the southeast corner of the portico, refinishing the antique grandfather clock located in the Miriam Fry Room, painting the interior of the garage, and striping the parking lot. In addition, staff began an LED lighting upgrade in children's program room and planted one new donated tree outside the staff entrance.

At the 95th Street Library, as part of the exterior improvement plan, new plants were planted and five donated trees were planted. Staff worked with the Naperville Century Walk to replace the gravel by the Green Eggs and Ham statue with decorative concrete. Internally, six study rooms revamped and updated by repainting, using attic stock to restore carpeting, and replacing frosted glass with clear glass. Lighting above circulation

desks was upgraded to brighter and longer lasting LED. Finally, space in the book drop room was remodeled to add useable workstations to support LINKin processing

Naper Boulevard also had a new roof installed. Sewage pumps were rebuilt, two circulating pumps were replaced, and the parking lot was seal-coated and striped. Staff removed abandoned ground lights to make room for the new Grinch statue (courtesy of the Naperville Century Walk) and landscaped the front entrance and around the monument sign. On the inside, the upper level holds area shelving was revamped and expanded, the marketing manager's office was repainted in preparation for the new manager, and power outlets were added to support the demands of the Summer Reading Program (SRP).

INFORMATION TECHNOLOGY

A new generation of tech savvy users placed new demands on libraries to be part of their world. Users expect immediate access to the content they need when they need it. Library technology must react more quickly and responsively than ever before. Behind the scenes, we consolidated server infrastructure, unified management for security and desktop computers. We provide timely responses to all technical issues, for staff and the public.

As an early-adopter partner of Sierra Service Platform, NPL exercised the right to upgrade the integrated library system (ILS) to Sierra in October 2012. Sierra offers a new standard of openness. It uses API as a way to share data between the Sierra server and a third-party application. In FY14 we can expect the release of APIs that enable patrons to check-out and place a hold on eBooks from a library's online catalog.

In FY13, nine digital signage units were installed throughout all three buildings to promote library services and programs. The project uses an open-source system and a homegrown content management system. It rivals the commercial standard, but costs 60% less.

Beginning September 19, 2012, Internet filters were removed from all computers located in Adult areas of the library. Filters continue to be maintained in the Children's Departments and users continue to have a choice of which computers to use. A pilot program took effect in March 2013 to remove the login software in the Computer Labs. Patrons can just sit down at a computer and use it with no time limit. In addition, patrons can now release their own print jobs. We offer Simple Scan stations to scan, print, and fax and iMacs with graphical applications at the Adult Labs.

Computer classes were well attended, with a total attendance of 742, with topics such as Microsoft Office, cloud computing, and iPad and Kindle Basics. We also offered 186 One-to-One sessions for patrons on topics that the patrons chose. In response to the often confusing variety of devices available in the marketplace, patrons can now visit the Digital Petting Zoo to find out more about the common downloadable eReaders. Patrons can also check out any of the 94 circulating eReaders in our collection.

Internally, staff designed a Facilities Service Requests System and used SharePoint Forms to manage staff's purchase requests and time-off requests. This helped streamline workflow and increase productivity.

MARKETING SERVICES

The Marketing Services Department went through a few internal changes during FY 2012/13. The department's name changed from Community Services to Marketing Services, the department welcomed a new manager, and the Community Services Coordinator retired after 21 years of employment.

Naperville Public Library received a Special Events and Cultural Amenities (SECA) grant from the City of Naperville in the amount of \$9,325 which funded 25 programs related to business, health, financial and cultural literacy. These programs were attended by over 1300 Naperville residents. In addition to securing the SECA Grant, the marketing department played a significant role in the continued success on the part of the Library to offer the community quality programming by securing 111 programs through community partnerships that include the DuPage Symphony Orchestra, Naperville Associates of the Arts Institute of Chicago, Naperville's Woman's Club, Naperville Chapter of NaNoWriMo, Naperville Writers Group, Literacy DuPage, Notre Dame Club of Greater DuPage, and Kids Matter.

This past year also provided an opportunity for the Library to spearhead a community-wide initiative in collaboration with community leaders and the American Library Association. Through the Healthy, Wealthy & Wise initiative, marketing staff secured 22 partnerships with Naperville organizations that include the City of Naperville, the Park District, YMCA, Edward Hospital, Literacy DuPage, Naper Settlement, Loaves and Fishes, DuPage Children's Museum, and many local businesses eager to give back to their community. Through these partnerships the Library offered 18 free programs and secured over \$1,000 in-kind donations to educate and encourage Naperville area residents to become financially and physically healthy. This initiative has been the topic of two NCTV feature stories, received coverage in six newspaper articles, and received a Proclamation from the City.

Marketing staff also promoted and solicited in-kind donations for several annual programs, including SRP and Winter Family Read Aloud, to name a few. The department was also responsible for arrangements as NPL hosted the Intergovernmental Dinner at 95th Street, which was attended by 10 Naperville organizations, including the Mayor and City Manager.

To summarize, Marketing Services was extremely busy during FY 2012/13. In total, 50 partnerships were formed, 125 programs were organized or facilitated, over 30 newspaper articles were written, approximately \$400,000 in-kind donations were collected, \$2,000 was collected through program guide ads, and 35,000 program guides were distributed.

ADMINISTRATIVE SERVICES

Although less visible to the public, the work of the Finance and Human Resources/Organizational Development (HR/OD) departments are integral to the services we provide to our users. The elimination of the Administrative Director position in 2012 and the hiring of a new HR/OD Manager in FY13 have allowed for a reappraisal of both how these two departments operate within the organization and how to most efficiently manage the overlapping responsibilities and tasks they share.

FINANCE

The Finance department continually strives for efficiency in processes, reductions in expenditures, and identification of savings. Although final amounts were not available at the time this report was written, preliminary numbers indicate that total expenditures in FY13 were \$14,417,923 (97% of the amount budgeted). This represents a very modest 0.6% increase from FY12 – an indication, in light of the increased expenditures on personnel and materials, of the efficiencies that have been promoted and identified by their work. With a continued effort to consolidate purchase requisitions, eliminate multiple invoices from a single vendor, and complete more orders online, Finance was able to maintain the number of purchase orders processed at a relatively low 447 and the number of invoices processed at 3,918.

In addition to the traditional activities associated with a Finance department, Finance staff is also responsible for booking the Library's ten meeting rooms for staff use, Library sponsored programs, and fee-based use by the public. Overall bookings were steady from FY12 at 3,166, and attendance at the events held at the Library was 91,137. As a vital part of the community, the Library recognizes its role as a public forum, and 91 of these events, with a total attendance of 3,731 (a 16.1% increase from FY12), were community events held by government agencies and community organizations at no cost to the sponsor.

Departmental processes were continually reviewed over the course of FY13, and technology was harnessed on numerous occasions to streamline tasks. The transition of internal forms from paper to electronic has been greatly aided by Sharepoint and the work of IT staff, and the Library finalized and implemented electronic versions of purchase order requests and expenditure approval forms. Further streamlining of tasks has progressed regarding payment mechanisms. The City Finance Department has responsibility for cutting the Library's checks, and in FY10 they began offering vendors the option of electronic payment. The number of electronic payments in FY13 was 464, and Finance has continued to explore methods of eliminating paper checks whenever possible. As one example, Finance has continued to work with the City to utilize direct charges for city-owned utilities, and the payment mechanism now employed has eliminated city invoicing and payment by check.

The FY14 budget process began very early in FY13, and the work of the Finance Manager and staff to complete the associated tasks according to statutory and City deadlines was paramount to the successful completion of every phase of the budget

process. The construction of the FY14 budget required an examination of both historical and expected spending, with an eye towards creating a budget that reflected, as accurately as possible, the amounts necessary to properly fund the Library's operations. In addition to the FY14 budget, Finance was also vital in the successful completion of a Capital Needs Assessment that identified and prioritized \$2,797,950 in necessary capital repairs, maintenance, and upgrades; the implementation of scan/print/fax stations at all locations; the roofing projects at the Nichols and Naper Boulevard locations and the attendant reporting requirements for the \$125,000 Live and Learn Construction Grant awarded by the Illinois State Library/Secretary of State to partially fund these projects; and the deployment of new library cards issued as a part of the Healthy, Wealthy, and Wise initiative. As FY13 ends, the Library stands ready to begin the FY15 budget process.

HUMAN RESOURCES/ORGANIZATIONAL DEVELOPMENT

News about the Sandy Hook tragedy in Connecticut intensified the importance of updating the Library's emergency procedures to include the potential of an active shooter in the Library. The HR/OD Manager and Facilities Manager partnered with the Naperville Police Department (NPD) to present a training awareness session at Staff-in-Service Day. Employee response was overwhelmingly positive. All employees were further instructed to continue the discussion at their department meetings to consider "what if" events and to provide any suggestions to the HR/OD Manager and Facilities Manager. A draft revision of the emergency manual has been completed and is being reviewed by the NPD for feedback. NPD has also conducted a "walk-through" of the 95th Street Library and is planning similar exercises at the Nichols and Naper Boulevard Library. A Safety Team, consisting of representatives of the three buildings, will be established in the near future, to address safety issues on an on-going basis.

During FY13, employees completed 5,129 hours of training with a budget of \$60,000 – an average cost of approximately \$12 per hour per employee. With the cost of a college course at COD at \$136/hour, HR has been able to provide skill enhancement at a very reasonable cost compared to what is available externally.

HR continues to review the 65 job descriptions utilized by the Library to ensure consistency in pay grades and to meet ADA requirements. HR worked with the Circulation Supervisors to incorporate the responsibilities of the Switchboard Assistant position at the Nichols Library into the Circulation Assistant II job description. The Circulation Assistant II employees at the 95th Street and Naper Boulevard Libraries already perform many of the Switchboard Assistant duties, and it was logical to consolidate those duties at Nichols, as well.

The Human Resources Team worked with hiring supervisors to fill 31 vacancies (including 6 retirements) during the fiscal year. The department has also identified additional recruitment resources in the hopes of attracting a more diverse applicant pool to the Library. The department intends to track these resources to determine whether the outreach is effective and will continue to research other potential avenues for posting job vacancies. The average time taken to fill open positions for FY13 was 30

days, as compared to 29 days in FY12. The employee turnover in FY13 was approximately 10% – with 45% of resignations due to obtaining full-time employment. The total volunteer hours were 12,147 hours (or almost 6 FTE) in comparison to 12,597 last year. Throughout the fiscal year, the Human Resources team has continued to support the changing organizational needs.

**NAPERVILLE PUBLIC LIBRARY
ANNUAL REPORT
STATISTICS
FY 12-13**

		<u>FY12-13</u>	<u>% change</u>	<u>FY11-12</u>	<u>% change</u>	<u>FY10-11</u>
<u>CIRCULATION STATISTICS</u>						
ADULT:	Books	1,076,106	2%	1,053,905	-17%	1,263,823
	Periodicals	63,083	-10%	70,283	-19%	86,389
	Audio Recordings	431,396	0%	429,915	-18%	521,773
	Video/DVD Recordings	446,972	10%	407,044	-2%	415,600
	Other	636		78		51
	Total Adult Circulation	2,018,193	3%	1,961,225	-14%	2,287,636
JUVENILE:	Books	1,410,817	-3%	1,457,152	-14%	1,699,945
	Periodicals	8,309	13%	7,354	-27%	10,040
	Audio Recordings	45,177	-1%	45,780	-14%	53,313
	Video/DVD Recordings	476,987	-8%	518,886	-8%	565,185
	Kits/Other Media	13,358	-16%	15,941	-23%	20,704
	Total Juvenile Circulation	1,954,648	-4%	2,045,113	-13%	2,349,187
	SUBTOTAL	3,972,841	-1%	4,006,338	-14%	4,636,823
	Digital (Virtual) (1)	115,972	44%	80,753	100%	40,423
	Grand Total Circulation	3,972,841	-3%	4,087,091	-13%	4,677,246
(1) FY13: 115,972 in category totals						
RECIPROCAL BORROWING (INCLUDED)		316,686	-5%	334,632	-19%	414,447
BOOKS:	Adult Books	1,076,106	2%	1,053,905	-17%	1,263,823
	Juvenile Books	1,410,817	-3%	1,457,152	-14%	1,699,945
	Total Book Circulation	2,486,923	-1%	2,511,057	-15%	2,963,768
NON-BOOKS:	Adult Non-Books	942,087	4%	907,320	-11%	1,023,813
	Juvenile Non-Books	543,831	-8%	587,961	-9%	649,242
	Total Non-Book Circulation	1,485,918	-1%	1,495,281	-11%	1,673,055
	Digital (Virtual) (1)	115,972	44%	80,753	100%	40,423
	Grand Total Circulation	3,972,841	-3%	4,087,091	-13%	4,677,246
ANNUAL CIRCULATION PER CAPITA		28.01	-3%	28.81	-13%	32.97
<u>INTERLIBRARY LOANS</u>						
LENT TO:	DLS from NPL (2)		-100%	876	0%	873
	Other systems from NPL	636	-76%	2,688	-20%	3,363
	Total Lent from NPL	636	-82%	3,564	-16%	4,236
BORROWED:	Total Borrowed by NPL	2,928	-24%	3,851	-16%	4,577
	Total Interlibrary Loans	3,564	-52%	7,415	-16%	8,813
(2) DLS systems no longer exist						
<u>LINKin</u>		(March & April 2013 only)				
	Lent by NPL to Other Systems	3,284				
	Lent to NPL from Other Systems	1,489				
		4,773				

**NAPERVILLE PUBLIC LIBRARY
ANNUAL REPORT
STATISTICS
FY 12-13**

	<u>FY12-13</u>	<u>% change</u>	<u>FY11-12</u>	<u>% change</u>	<u>FY10-11</u>
<u>REFERENCE STATISTICS</u>					
Adult Research	252,247	-1%	254,811	9%	233,570
Juvenile Research	64,167	0%	64,141	3%	62,385
Total Research Statistics	<u>316,414</u>	-1%	<u>318,952</u>	8%	<u>295,955</u>
 <u>POPULATION</u>					
	141,853	0%	141,853	0%	141,853
 <u>LIBRARY VISITS</u>					
Nichols	782,879	-2%	802,445	1%	798,297
Naper Blvd.	299,627	-3%	307,488	7%	286,830
95th Street	566,800	3%	549,547	-7%	592,187
Total Library Visits	<u>1,649,306</u>	-1%	<u>1,659,480</u>	-1%	<u>1,677,314</u>
 <u>DRIVE THROUGH BOOK DROP</u>					
Nichols	116,369	-10%	129,138	37%	94,120
Naper Blvd.	96,207	2%	94,090	48%	63,535
95th Street	96,178	6%	90,883	-3%	93,429
Total Drive Through Drops	<u>308,754</u>	-2%	<u>314,111</u>	25%	<u>251,084</u>
 <u>BORROWER REGISTRATION</u>					
Residents (2 yr reg.)	78,544	-2%	79,878	-1%	80,954
Non-Residents (1 yr reg.)	895	-13%	1,023	3%	995
Total Registration	<u>79,439</u>	-2%	<u>80,901</u>	-1%	<u>81,949</u>
 <u>LIBRARY USERS AS % OF POPULATION</u>					
	56%	-2%	57%	-1%	58%
 <u>ACQUISITIONS</u>					
<u>BOOKS:</u>					
Adult	44,278	8%	40,898	-6%	43,405
Juvenile	26,240	7%	24,572	-3%	25,438
Total Books Added	<u>70,518</u>	8%	<u>65,470</u>	-5%	<u>68,843</u>
 <u>NON-BOOKS:</u>					
Adult	24,416	13%	21,686	-13% (1)	24,849
Juvenile	6,352	3%	6,143	-21% (1)	7,747
Total Non-books Added	<u>30,768</u>	11%	<u>27,829</u>	-15% (1)	<u>32,596</u>
 <u>SUBSCRIPTIONS:</u>					
Adult	8,469	-8%	9,223	-7%	9,926
Juvenile	882	-1%	893	-3%	923
Total Non-books Added	<u>9,351</u>	-8%	<u>10,116</u>	-7%	<u>10,849</u>
Grand Total Added	<u>110,637</u>	7%	<u>103,415</u>	-8% (1)	<u>112,288</u>

(1) corrected #

**NAPERVILLE PUBLIC LIBRARY
ANNUAL REPORT
STATISTICS
FY 12-13**

		<u>FY12-13</u>	<u>% change</u>	<u>FY11-12</u>	<u>% change</u>	<u>FY10-11</u>
<u>HOLDINGS</u>						
BOOKS:	Adult	313,110	-7%	336,374	-2%	342,340
	Juvenile	283,871	-3%	291,180	1%	289,610
	Total Books	596,981	-5%	627,554	-1%	631,950
NON-BOOKS:	Audio Recordings	96,453	2%	94,903	8%	87,790
	Video Recordings	92,522	8%	85,790	6%	80,659
	Other (3)	17,310	-8%	18,864	-25%	25,183
	Total Non-books	206,285	3%	199,557	3%	193,632
Grand Total Holdings		803,266	-3%	827,111	0%	825,582
(3) OTHER HOLDINGS includes, periodicals, magazines and newspapers on microfilm and databases on the Library network, some of which provide full text information.						
BOOKS HELD PER CAPITA		4.21	-5%	4.42	-1%	4.45
HOLDINGS PER CAPITA		5.66	-3%	5.83	0%	5.82
HOURS PER WEEK						
	Nichols Library	72		72		72
	Naper Blvd. Library	72		72		72
	95th Street Library	72		72		72
DAYS PER WEEK						
	Nichols Library	7		7		7
	Naper Blvd. Library	7		7		7
	95th Street Library	7		7		7
NON-RESIDENT FEES		No Minimum Tax Bill Method		No Minimum Tax Bill Method		No Minimum Tax Bill Metho
STAFF						
	Number of Employees	282.0	-1%	284.0	-1%	287.0
	Full-time Equivalents	188.00	-0.3%	188.50	-0.7%	189.75

June 19, 2013

6. REPORTS D. Illinois Public Library Annual Report FY12-13
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The Illinois Statutes (75 ILCS 5/4-10) require every public library to submit an annual report to the Illinois State Library within sixty days of the end of each fiscal year. Library staff, under the guidance of Jeff Scheuerman, Finance Manager, has compiled all of the necessary data over the past several months, and the attached printout of the report will be electronically submitted by the date due upon Board approval. As this is a standardized report that allows the State to collect comparable data from all Illinois public libraries, the formatting and coding make several sections difficult to decipher, but a majority of the information is included elsewhere within this packet. Staff is asking for Board approval of the attached Illinois Public Library Annual Report (IPLAR) for the Fiscal Year ending April 30, 2013.

IPLAR

As Secretary of State and State librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1 ISL Control # [PLSC 151, PLSC 701]	30484
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0368
1.3b FSCS_SEQ [PLSC 700]	004
1.4a Legal Name of Library [PLSC 152]	Naperville Public Library
1.4b If this locked question's answer has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	200 West Jefferson Avenue
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Naperville
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60540
1.7b If this locked question's answer has changed, then enter the updated answer here.	
1.8a Facility Zip +4 [PLSC 156]	5351
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Mailing Address [PLSC 157]	200 West Jefferson Avenue
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Mailing City [PLSC 158]	Naperville
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11a Mailing Zip [PLSC 159]	60540
1.11b If this locked question's answer has changed, then enter the updated answer here.	
1.12a Mailing Zip +4 [PLSC 160]	5351
1.12b If this locked question's answer has changed, then enter the updated answer here.	
1.13a Library Telephone Number [PLSC 162]	630-961-4100
1.13b If this locked question's answer has changed, then enter the updated answer here.	
1.14a Library FAX Number	630-637-6389
1.14b If this locked question's answer has changed, then enter the updated answer here.	
1.15 WWW Home Page	http://www.naperville-lib.info

Library Director's Information

1.16 Name	John Spears
1.17 Title	Executive Director
1.18 Library Director's E-mail	jspears@naperville-lib.org

Library Information

1.19a Type of library	City
1.19b If this locked question's answer has changed, then enter the updated answer here.	
1.19c Legal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19d Geographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20 Is your library a combined public and school library?	No
1.21 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22 IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	
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Administrative Information

1.23a County in which the administrative entity is located [PLSC 161]	DuPage
1.23b If this locked question's answer has changed, then enter the updated answer here.	
1.23c Metropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24 Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	141,853
1.26b If this locked question's answer has changed, then enter the updated answer here.	
1.27 If the population has changed from the prior year's answer, then indicate the reason.	
1.28a This library is currently a member of what Illinois library system?	RAILS
1.28b If this locked question's answer has changed, then enter the updated answer here.	
1.28c Interlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30 Does this library have paid staff?	Yes
1.31 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33 Is this library supported in whole or in part with public funds?	Yes
1.34 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35 Number of Central Libraries [PLSC 209]	1
1.36 Outlet Type Code [PLSC 709]	Central Library
1.37 Administrative Structure Code [PLSC 202]	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.18)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2 Total number of branch libraries [PLSC 210]	2

Branch Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If this locked question's answer has changed, then enter the updated answer here.
95TH STREET BRANCH LIBRARY		
NAPER BOULEVARD BRANCH LIBRARY		

ISL

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
95TH STREET BRANCH LIBRARY	3048400	02
NAPER BOULEVARD BRANCH LIBRARY	3048400	01

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If this locked question's answer has changed, then enter the updated answer here.
95TH STREET BRANCH LIBRARY		3015 Cedar Glade Drive
NAPER BOULEVARD BRANCH LIBRARY		2035 S. Naper Blvd.

Address

Location	2.7a City [PLSC 704]	2.7b If this locked question's answer has changed, then enter the updated answer here.	2.8a Zip [PLSC 705]	2.8b If this locked question's answer has changed, then enter the updated answer here.	2.9a Zip +4 [PLSC 706]	2.9b If this locked question's answer has changed, then enter the updated answer here.
95TH STREET BRANCH LIBRARY		Naperville		60564		8557
NAPER BOULEVARD BRANCH LIBRARY		Naperville		60565		3353

NAPERVILLE PUBLIC LIBRARY 2013

County & Phone

Location	2.10a County [PLSC 707]	2.10b If this locked question's answer has changed, then enter the updated answer here. Will	2.11a Telephone [PLSC 708]	2.11b If this locked question's answer has changed, then enter the updated answer here. 630-961-4100
95TH STREET BRANCH LIBRARY				
NAPER BOULEVARD BRANCH LIBRARY		DuPage		630-961-4100

Square Feet

Location	2.12a Square Footage [PLSC 711]	2.12b If this locked question's answer has changed, then enter the updated answer here.	2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
95TH STREET BRANCH LIBRARY	73,000		
NAPER BOULEVARD BRANCH LIBRARY	32,000		

IDs

Location	2.13 Outlet Type Code [PLSC 709]	2.14 Metropolitan Status Code [PLSC 710]	2.15 FSCS ID [PLSC 700]	2.16 FSCS_SEQ [PLSC 700]
95TH STREET BRANCH LIBRARY	Branch Library	Metropolitan Area, but Not Within Central City Limits	IL0368	006
NAPER BOULEVARD BRANCH LIBRARY	Branch Library	Metropolitan Area, but Not Within Central City Limits	IL0368	003

Hours

Location	2.17 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.18 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]
95TH STREET BRANCH LIBRARY	3,652	52
NAPER BOULEVARD BRANCH LIBRARY	3,652	52

ANNUAL REPORT DATA (3.1 - 3.7)

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2012
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2013
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jeff Scheuerman
3.5 Telephone Number	630-637-2228
3.6 FAX Number	630-961-4119
3.7 E-Mail Address	jscheuerman@naperville-lib.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2012/2013?	No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

CURRENT LIBRARY BOARD (5.1 - 5.14)

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

Members

5.5 Name	Arvind Aggarwal
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2015
5.8 Telephone Number	630-579-8577
5.9 E-mail Address	arvind.aggarwal@gmail.com
5.10 Home Address	2100 Country Lakes Dr.
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60563
5.14 Zip +4	1894

Second member

5.5 Name	Sandy Benson
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2013
5.8 Telephone Number	630-420-8205
5.9 E-mail Address	sbenson@edward.org
5.10 Home Address	20 North River Road
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60540
5.14 Zip +4	4021

Third member

5.5 Name	Ron C. Davidson
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2012
5.8 Telephone Number	630-369-0409
5.9 E-mail Address	rdavidson@banknaperville.com
5.10 Home Address	739 Raintree Drive
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60540
5.14 Zip +4	6331

Fourth member

5.5 Name	Jeff B. Davis
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2013
5.8 Telephone Number	630-420-2619
5.9 E-mail Address	jdavis@phoenixclosures.com
5.10 Home Address	1408 Ada Lane
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60540
5.14 Zip +4	0352

Fifth member

5.5 Name	Bruce Hanson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2013
5.8 Telephone Number	630-750-7406
5.9 E-mail Address	bruce@intentionalimpact.com
5.10 Home Address	840 Woodbine Court
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60540
5.14 Zip +4	8217

Sixth member

5.5 Name	Brian Moore
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2014
5.8 Telephone Number	630-355-8498
5.9 E-mail Address	brian@moorelawpc.com
5.10 Home Address	1208 Piccadilly Circle
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60563
5.14 Zip +4	2034

Seventh member

5.5 Name	Vince Rosanova
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2014
5.8 Telephone Number	630-880-8820
5.9 E-mail Address	Vince@RW-Attorneys.com
5.10 Home Address	840 N. Main
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60563
5.14 Zip +4	3036

NAPERVILLE PUBLIC LIBRARY 2013**Eighth member**

5.5 Name	Madhu Uppal
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2015
5.8 Telephone Number	630-983-7190
5.9 E-mail Address	madhuuppal3@gmail.com
5.10 Home Address	472 Prairie Knoll Drive
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60565
5.14 Zip +4	4155

Ninth member

5.5 Name	Rick Wills
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2013
5.8 Telephone Number	630-983-1974
5.9 E-mail Address	rw5@ntrs.com
5.10 Home Address	913 Spindletree Avenue
5.11 City	Naperville
5.12 State	IL
5.13 Zip	60565
5.14 Zip +4	2885

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	No
6.2 Does your library have a library foundation?	Yes

FACILITY/FACILITIES (7.1 - 7.2)

7.1a Total square footage of the main library building [PLSC 711]	63,300
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1
7.2 Total square footage of the branch library building(s), if applicable	105,000
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$45,412,441
8.2 During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

ESTIMATED REPLACEMENT COST

8.8 What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$22,714,382
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FISCAL ACCUMULATIONS

8.9 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes
8.10 IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Capital Reserve of \$124,530 as of 4-30-13.

LIABILITIES

8.11 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No
8.12 IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	-1
8.13 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	

OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$13,241,737
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NAPERVILLE PUBLIC LIBRARY 2013

STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$145,775
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$188,078
9.5 Educate and Automate grants (an IL State Library grant)	\$0
9.6 Other	\$125,000
9.7 If Other, please specify	Live and Learn Construction Grant
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$458,853

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	\$0
9.12 If Other, please specify	
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$887,717
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$887,717

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17 TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$14,588,307
9.18 The library safeguards its funds using which option?	Surety Bond
9.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$7,900,000
9.20a Is the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.20b Is the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.21 The designated custodian of the library's funds is:	Library Treasurer
9.22 Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$7,992,689
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$2,395,579
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$10,388,268
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1 Printed Materials [PLSC 353]	\$1,058,136
11.2 Electronic Materials [PLSC 354]	\$496,971
11.3 Other Materials [PLSC 355]	\$736,627
11.4 TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$2,291,734

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$1,737,921
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$14,417,923
12.3 Children's Materials Expenditures	\$458,423

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1a Local Government: Capital Income from Bond Sales	\$0
13.1b Local Government: Other	\$0
13.1c Total Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2 State Government [PLSC 401]	\$0
13.3 Federal Government [PLSC 402]	\$0
13.4 Other [PLSC 403]	\$0
13.5 If Other, please specify	
13.6 Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$0

CAPITAL EXPENDITURES

13.7 Total Capital Expenditures [PLSC 405]	\$93,948
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PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1 Position Title	Executive Director
14.2 Primary Work Area Code	Library Director
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$68.66
14.7 Total Hours/Week	40.00
14.1 Position Title	Deputy Director
14.2 Primary Work Area Code	Assistant Library Director
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$51.11
14.7 Total Hours/Week	40.00
14.1 Position Title	Library Manager
14.2 Primary Work Area Code	Other Type of Librarian
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$45.78
14.7 Total Hours/Week	40.00
14.1 Position Title	Library Manager
14.2 Primary Work Area Code	Other Type of Librarian
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$40.14
14.7 Total Hours/Week	40.00
14.1 Position Title	Library Manager
14.2 Primary Work Area Code	Other Type of Librarian
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$45.86
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult & Teen Services Supervisor
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	-1
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$35.37
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult & Teen Services Supervisor
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$25.23
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult & Teen Services Supervisor
14.2 Primary Work Area Code	Adult Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)

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14.5 Sex	Female
14.6 Hourly Rate	\$24.69
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$29.65
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.90
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$30.43
14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.32
14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.88
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$22.46

NAPERVILLE PUBLIC LIBRARY 2013

14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.78
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$23.30
14.7 Total Hours/Week	40.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$27.18
14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$25.59
14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$27.52
14.7 Total Hours/Week	30.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$23.10
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$23.44
14.7 Total Hours/Week	20.00
14.1 Position Title	Adult Services Librarian

NAPERVILLE PUBLIC LIBRARY 2013

14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.66
14.7 Total Hours/Week	20.00
14.1 Position Title	Business Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Male
14.6 Hourly Rate	\$22.72
14.7 Total Hours/Week	40.00
14.1 Position Title	Teen Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.86
14.7 Total Hours/Week	40.00
14.1 Position Title	Teen Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Teen Services Librarian
14.2 Primary Work Area Code	Reference
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Supervisor
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$32.87
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Supervisor
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$25.18
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Supervisor
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$29.86
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	

NAPERVILLE PUBLIC LIBRARY 2013

14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$21.57
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.86
14.7 Total Hours/Week	20.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$25.57
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	20.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$26.51
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.78
14.7 Total Hours/Week	30.00
14.1 Position Title	Children's Services/School Liaison Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$32.22
14.7 Total Hours/Week	40.00
14.1 Position Title	Children's Services Early Literacy Librarian
14.2 Primary Work Area Code	Children's Services
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female

NAPERVILLE PUBLIC LIBRARY 2013

14.6 Hourly Rate	\$29.85
14.7 Total Hours/Week	40.00
14.1 Position Title	Technical Services Manager
14.2 Primary Work Area Code	Collection Development Acquisitions
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$37.31
14.7 Total Hours/Week	40.00
14.1 Position Title	Collection Development Librarian
14.2 Primary Work Area Code	Collection Development Acquisitions
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$20.29
14.7 Total Hours/Week	40.00
14.1 Position Title	Cataloging Librarian
14.2 Primary Work Area Code	Cataloging
14.3 Secondary Work Area Code [OPTIONAL]	
14.4 Education Code	Master's Degree (ALA accredited)
14.5 Sex	Female
14.6 Hourly Rate	\$19.61
14.7 Total Hours/Week	20.00

Group A Total

14.8 Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	35.75
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Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	-1
14.10 Primary Work Area Code	
14.11 Secondary Work Area Code [OPTIONAL]	
14.12 Education Code	
14.13 Sex	
14.14 Hourly Rate	
14.15 Total Hours/Week	

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	35.75

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	4,480.00
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$11.93
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$37.31
14.21 Total FTE Group C employees (14.18 / 40)	112.00

NAPERVILLE PUBLIC LIBRARY 2013**Group D**

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	990.00
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.83
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$30.88
14.25 Total FTE Group D employees (14.22 / 40)	24.75

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	620.00
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$9.83
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	28.27
14.29 Total FTE Group E employees (14.26 / 40)	15.50
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	152.25
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	188.00

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32 Position Title	none
14.33 Primary Work Area Code	
14.34 Education Code	
14.35 Total Hours/Week	
14.36 Number of Weeks Vacant during FY2012/13	
14.37a Annual Salary Range Minimum	
14.37b Annual Salary Range Maximum	

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2012/2013.

14.38 Position Title	Collection Development Librarian
14.39 Primary Work Area Code	Collection Development Acquisitions
14.40 Education Code	Master's Degree (ALA accredited)
14.41 Total Hours/Week	40.00
14.42 Current Status: Filled or Unfilled	Filled
14.43 Date Filled (mm/year, if applicable)	04/16/12

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2011/12 but was not in the budget for FY2012/13.

14.44 Position Title	Collection Development Coordinator
14.45 Primary Work Area Code	Collection Development Acquisitions
14.46 Education Code	Master's Degree (ALA accredited)
14.47 Total Hours/Week	20.00
14.48 Date Eliminated (mm/year)	05/2012
14.49 Last Annual Salary Paid	\$31,647
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	restructure
14.44 Position Title	Collection Development Coordinator
14.45 Primary Work Area Code	Collection Development Acquisitions
14.46 Education Code	Master's Degree (ALA accredited)
14.47 Total Hours/Week	20.00
14.48 Date Eliminated (mm/year)	05/2012
14.49 Last Annual Salary Paid	\$31,647
14.50 Reason Eliminated (i.e. lack of funds or need, etc.)	restructure

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	12.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	8.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	5
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,648
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	7,304
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	10,952
15.19 Total annual visits/attendance in the library [PLSC 501]	1,649,306
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	275
16.2 Adult Program Attendance	4,832
16.3 Total Number of Young Adult Programs [PLSC 602]	179
16.4 Young Adult Program Attendance	6,998
16.5 Total Number of Children's Programs [PLSC 601]	1,466
16.6 Children's Program Attendance [PLSC 604]	74,297
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	1,920
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	86,127

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	78,544
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	895
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$50,036.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	79,439
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (18.1 - 18.15)

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1 Books Held at end of FY2012/13 [PLSC 450]	584,551
18.2 Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of FY2012/13	27
18.3 Are these counts a volume count OR a title count	Title
18.4 Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13	411
18.5 Are these counts a volume count OR a title count	Title
18.6 Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	584,989
18.7 Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of FY2012/13 [PLSC 460]	506
18.8 E-books Held at end of FY2012/13 [PLSC 451]	12,430
18.9a Audio Recordings: Physical Units Held at end of FY2012/13 [PLSC 452]	88,924
18.9b Audio Recordings: Downloadable Titles Held at end of FY2012/13 [PLSC 453]	10,715
18.10a DVDs/Videos: Physical Units Held at end of FY2012/13 [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	92,099
18.10b DVDs/Videos: Downloadable Titles Held at end of FY2012/13 [PLSC 455]	432

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11 Local License negotiated by the local library	63
18.12 State License negotiated by the Illinois State Library [PLSC 457]	22
18.13 Other consortia within the state or region	3
18.14 Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	88

Children's Holdings

18.15 Children's Holdings	283,871
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1 Number of adult materials loaned	2,018,193
19.2 Number of children's materials loaned [PLSC 551]	1,954,645
19.3 Total number of materials loaned (19.1 + 19.2) [PLSC 550]	3,972,838

NAPERVILLE PUBLIC LIBRARY 2013

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4 Books	2,469,986
19.5 Videos/DVDs	951,404
19.6 Audios (include music)	463,501
19.7 Magazines/Periodicals	73,536
19.8 Other Formats	14,411
19.9 TOTAL (Sum of 19.4-19.8)	3,972,838
19.10 Number of interlibrary loans loaned to other libraries [PLSC 552]	3,920
19.11 Number of interlibrary loans borrowed from other libraries [PLSC 553]	4,417
19.12 Does your library participate in reciprocal borrowing?	Yes
19.13 IF YES, report the number of materials loaned	316,686

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1 Adult Department	252,247
20.2 Children's Department	64,167
20.3 TOTAL (20.1 + 20.2) [PLSC 502]	316,414

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	508
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	268
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	
22.6 Cable	
22.6 Wireless	
22.6 Satellite	
22.6 Fiber	Yes
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
22.8 If Other, please specify	20 Mbps
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	245
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	334,464
22.12 Report the annual number of views of your library's homepage	8,446,056
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14 Does your library utilize Internet filters?	Yes
22.15 IF YES, when did your library start using filters? (mm/year)	05/1998

IF YES, which Internet stations have filters?

	All	Some
Staff		
Public		Yes
Children	Yes	
Young Adult		
Adult		

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for FY2012/13?	Yes
23.2 IF YES, what is the dollar amount that your library was awarded for FY2012/13?	\$18,896
23.3 Why did your library NOT participate in the E-rate program?	-1

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$60,000
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	5,129.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2012/2013."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2012/3

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

http://il.countingopinions.com/docs/il/IPLAR_Certification_copy.pdf

Name of Community	Naperville
Name of Library	Naperville Public Library
Fiscal Year State Date:	05/01/2012
Fiscal Year End Date:	04/30/2013

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.

increase in the materials available in this technology and added to collection.(3048400-2013-06-13)

Elimination of several types due to low circulation.(3048400-2013-06-13)

**NAPERVILLE PUBLIC LIBRARY
MONTHLY STATISTICAL SUMMARY
May, 2013**

	<u>CURRENT MONTH</u>	<u>SAME MONTH LAST FY</u>	<u>CURRENT FYTD</u>	<u>LAST FYTD</u>	<u>% CHANGE</u>
<i>CIRCULATION</i>					
NICHOLS					
Books/Subscriptions	57,560	59,524	57,560	59,524	-3.3%
Non-Books	41,850	35,454	41,850	35,454	18.0%
TOTAL NICHOLS	99,410	94,978	99,410	94,978	4.7%
Adult	60,340	54,097	60,340	54,097	11.5%
Juvenile	39,070	40,881	39,070	40,881	-4.4%
TOTAL NICHOLS	99,410	94,978	99,410	94,978	4.7%
NAPER BLVD.					
Books/Subscriptions	27,545	28,185	27,545	28,185	-2.3%
Non-Books	18,100	14,420	18,100	14,420	25.5%
TOTAL NAPER BLVD.	45,645	42,605	45,645	42,605	7.1%
Adult	24,919	21,082	24,919	21,082	18.2%
Juvenile	20,726	21,523	20,726	21,523	-3.7%
TOTAL NAPER BLVD.	45,645	42,605	45,645	42,605	7.1%
NINETY-FIFTH ST.					
Books/Subscriptions	46,577	49,528	46,577	49,528	-6.0%
Non-Books	28,809	24,976	28,809	24,976	15.3%
TOTAL NINETY-FIFTH ST.	75,386	74,504	75,386	74,504	1.2%
Adult	38,745	35,214	38,745	35,214	10.0%
Juvenile	36,641	39,290	36,641	39,290	-6.7%
TOTAL NINETY-FIFTH ST.	75,386	74,504	75,386	74,504	1.2%
<i>IN-HOUSE CIRCULATION</i>					
ADULT	124,004	110,393	124,004	110,393	12.3%
JUVENILE	96,437	101,694	96,437	101,694	-5.2%
LINKin	2,825	0	2,825	0	n/a
TOTAL IN-HOUSE CIRCULATION	223,266	212,087	223,266	212,087	5.3%
<i>VIRTUAL CIRCULATION</i>					
Books/Subscriptions	8,101	5,896	8,101	5,896	37.4%
Non-Books	2,800	2,082	2,800	2,082	34.5%
Remote Renewals	95,461	93,491	95,461	93,491	2.1%
TOTAL VIRTUAL CIRCULATION	106,362	101,469	106,362	101,469	4.8%
TOTAL CIRCULATION	329,628	313,556	329,628	313,556	5.1%

**NAPERVILLE PUBLIC LIBRARY
MONTHLY STATISTICAL SUMMARY
May, 2013**

	<u>CURRENT MONTH</u>	<u>SAME MONTH LAST FY</u>	<u>CURRENT FYTD</u>	<u>LAST FYTD</u>	<u>% CHANGE</u>
<i>OTHER STATISTICS</i>					
Reciprocal Borrowing	25,022	24,874	25,022	24,874	0.6%
Self Checkout	169,253	153,305	169,253	153,305	10.4%
Website (Homepage) Visits	237,043	257,481	237,043	257,481	-7.9%
Total Holds Placed	56,721	55,716	56,721	55,716	1.8%
Total Holds Filled	47,065	41,910	47,065	41,910	12.3%
<i>ACTIVE CARDHOLDERS</i>					
Resident Patrons			78,481	79,880	-1.8%
Non-Resident Patrons			900	1,027	-12.4%
SUBTOTAL			<u>79,381</u>	<u>80,907</u>	<u>-1.9%</u>
Reciprocal Borrowers			<u>5,239</u>	<u>5,784</u>	<u>-9.4%</u>
TOTAL CARDHOLDERS			<u>84,620</u>	<u>86,691</u>	<u>-2.4%</u>

¹Total in-house circulation includes ILL

²LINKin circulation started March 4, 2013

³Removed checkout fees for materials beginning March 1, 2013.

May-13
RESOURCES

		NICHOLS			NAPER BLVD			95th STREET		
		ADDED CURRENT MONTH	ADDED FYTD	TOTAL HOLDINGS FYTD	ADDED CURRENT MONTH	ADDED FYTD	TOTAL HOLDINGS FYTD	ADDED CURRENT MONTH	ADDED FYTD	TOTAL HOLDINGS FYTD
Books										
	Adult	1,534	1,534	139,125	592	592	56,371	1,121	1,121	104,964
	Juvenile	894	894	109,745	660	660	63,175	855	855	110,824
Subtotal Books		2,428	2,428	248,870	1,252	1,252	119,546	1,976	1,976	215,788
Audio										
	Adult	340	340	37,390	143	143	15,662	250	250	26,259
	Juvenile	22	22	3,649	15	15	2,299	19	19	3,451
	Subtotal Audio	362	362	41,039	158	158	17,961	269	269	29,710
Video										
	Adult	527	527	24,911	282	282	11,994	453	453	20,151
	Juvenile	193	193	13,413	97	97	8,466	160	160	13,448
	Subtotal Video	720	720	38,324	379	379	20,460	613	613	33,599
Other Media										
	Juvenile	9	9	819	0	0	448	1	1	585
	Subtotal Other Media	9	9	819	0	0	448	1	1	585
Non-Books										
	Adult	867	867	62,301	425	425	27,656	703	703	46,410
	Juvenile	224	224	17,881	112	112	11,213	180	180	17,484
Subtotal Non-Books		1,091	1,091	80,182	537	537	38,869	883	883	63,894
Subscriptions										
	Adult	345	345	6,949	162	162	2,503	260	260	4,146
	Juvenile	23	23	927	15	15	592	16	16	666
Subtotal Subscriptions		368	368	7,876	177	177	3,095	276	276	4,812
GRAND TOTAL		3,887	3,887	336,928	1,966	1,966	161,510	3,135	3,135	284,494

Note: It was discovered that cell T24 is reported as zero on June 7, 2013. As the pdf document is the official document to the Board, we will use the value of zero for cell T24. ft

May-13
RESOURCES

VIRTUAL				TOTALS					
	ADDED CURRENT MONTH	ADDED FYTD	TOTAL HOLDINGS FYTD	ADDED THIS FYTD	ADDED LAST FYTD	W/DRAWN THIS FYTD	W/DRAWN LAST FYTD	HOLDINGS THIS FYTD	HOLDINGS LAST FYTD
Books									
Adult	313	313	12,742	3,560	2,784	3,785	2,307	313,202	336,813
Juvenile	0	0	0	2,409	1,677	2,453	2,900	283,744	289,975
Subtotal Books	313	313	12,742	5,969	4,461	6,238	5,207	596,946	626,788
Audio									
Adult	96	96	7,625	829	898	912	884	86,936	85,647
Juvenile	0	0	0	56	30	39	23	9,399	9,341
Subtotal Audio	96	96	7,625	885	928	951	907	96,335	94,988
Video									
Adult	0	0	423	1,262	871	616	521	57,479	52,544
Juvenile	0	0	0	450	202	575	228	35,327	33,599
Subtotal Video	0	0	423	1,712	1,073	1,191	749	92,806	86,143
Other Media									
Juvenile	0	0	0	10	0	7	0	1,852	2,124
Subtotal Other Media	0	0	0	10	0	7	0	1,852	2,124
Non-Books									
Adult	96	96	8,048	2,091	1,769	1,528	1,405	144,415	138,191
Juvenile	0	0	0	516	232	621	251	46,578	45,064
Subtotal Non-Books	96	96	8,048	2,607	2,001	2,149	1,656	190,993	183,255
Subscriptions									
Adult	0	0	135	767	731	370	235	13,733	15,155
Juvenile	0	0	0	54	53	13	6	2,185	2,139
Subtotal Subscriptions	0	0	135	821	784	383	241	15,918	17,294
GRAND TOTAL	409	409	20,925	9,397	7,246	8,770	7,104	803,857	827,337

VARIATION FROM
LAST YEAR

29.69%

23.45%

-2.84%

June 19, 2013

8. NEW BUSINESS
A. Budget Resolutions FY13-14

The Illinois Statutes, Chapter 75 5/4-10, require that as part of the annual report, libraries prepare "...a statement of the financial requirements ... for the ensuing fiscal year..." and "...a statement as to the amount of accumulations and the reasons therefore...." Accordingly, staff has prepared two resolutions for Board adoption.

The resolution for the Budget and Annual Tax Levy includes an outline of revenues and expenditures from all funds.

Total Projected Expenditures	<u>16,084,658</u>
Total Projected Revenue	16,094,658
Povinelli Endowment Balance	<u>(10,000)</u>
TOTAL Available	<u>16,084,658</u>

The resolution for the Capital Reserve discusses the plan for these funds. The Statutes, Chapter 75 5/5-8, provide that the Board may accumulate the unexpended annual balances, on condition that the Board develops and adopts a plan for these funds. The plan and use of these funds is restricted to capital expenditures, such as the purchase of property, the construction and equipping of buildings, or the repairing or altering existing buildings.

Both resolutions are attached for Board review and adoption.

RESOLUTION NO. 13-1

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF NAPERVILLE, DUPAGE COUNTY, ILLINOIS, PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY FOR THE FISCAL YEAR BEGINNING MAY 1, 2013 AND ENDING APRIL 30, 2014

BE IT RESOLVED by the Board of Library Trustees of the City of Naperville, DuPage County, Illinois, as follows:

Section 1. That the fiscal year of the Library is declared to be from May 1, 2013, to April 30, 2014.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Board of Library Trustees of the City of Naperville hereinafter specified for said fiscal year:

GENERAL OPERATING EXPENSES

1. SALARIES	\$8,368,068
2. OUTSIDE SERVICES	
Memberships	13,000
Tuition Reimbursement	13,000
Emp. Assist. Prog. & Med. Svcs.	12,000
Training & Travel	76,000
Recruitment	24,000
Inside Printing	8,500
Outside Printing	40,000
Support Services	85,000
Public Programming	58,000
Legal Services	20,000
Acct., Audit, H/R, P/R & MIS Services	43,658
Facility Repair & Maintenance	425,000
Facility Main. & Landscaping	57,700
Materials Repair	3,000
Equipment Maintenance	160,000
Vehicle Maintenance	8,500
Telecommunications	110,000
Utilities	427,050
Reception & Entertainment	15,000
Professional Fees	23,000

Postage	14,000	
Rentals	10,000	
Fuels & Lubricants	<u>7,300</u>	
TOTAL OUTSIDE SERVICES		\$1,653,708

3. SUPPLIES

Libraries	120,718	
Buildings	70,000	
Library Materials	<u>2,250,000</u>	
TOTAL SUPPLIES		\$2,440,718

4. OTHER SERVICES AND CHARGES

Taxes & Contributions to Funds:		
IMRF/Social Security	1,651,347	
Medical, Dental & Life Insurance	840,559	
Other Insurance (WC, UC)	112,400	
Sales Taxes	3,700	
Library Insurance	<u>62,000</u>	
TOTAL OTHER SERVICES AND CHARGES		\$2,670,006

5. CAPITAL OUTLAY

Small Equipment (under \$1,000)	12,000	
Equipment	270,000	
Furnishings	<u>15,000</u>	
TOTAL CAPITAL OUTLAY		<u>\$297,000</u>

TOTAL GENERAL OPERATING EXPENSES **\$15,429,500**

6. OTHER FUND EXPENSES

CAPITAL RESERVE FUNDS

Renovation Project Balance	255,000	
& Emergency Expenses		
Nichols & Naper Blvd. Carpet		
Replacement	<u>396,000</u>	
TOTAL CAPITAL RESERVE FUND		<u>\$651,000</u>

GIFT /GRANT FUNDS

Programs	3,208	
Library Materials	<u>750</u>	
TOTAL GIFT FUNDS		<u>\$3,958</u>

POVINELLI ENDOWMENT FUND

Library Materials	<u>200</u>	
TOTAL POVINELLI ENDOWMENT		<u>\$200</u>

TOTAL OTHER EXPENSES**\$655,158****TOTAL EXPENSES****\$16,084,658**

Less: Projected Income/available funds for said fiscal year

OPERATING REVENUES

Back Taxes/Interest on Late Taxes	500	
Per Capita Grant	145,000	
Personal Property Tax Relief	200,000	
Advertising & Misc.	12,000	
Non-Resident Fees	51,000	
Room Rentals	43,000	
Fines and Fees	525,000	
Interest & Investments	95,000	
Sale of Used Materials	44,000	
Copy Income	<u>44,000</u>	
TOTAL OPERATING REVENUES		\$1,159,500

CAPITAL RESERVE FUND

Capital Reserve Fund Balance*	124,530	
FY13 Operating Fund	250,000	
Surplus Transfer		
Possible City CIP	256,220	
Interest	5,250	
Sale of Used/Surplus Equipment	<u>15,000</u>	
TOTAL CAPITAL RESERVE FUND		\$651,000

GIFT/MEMORIAL FUND

Gift/Memorial Fund Balance	2,558	
Interest	400	
New Gifts	<u>1,000</u>	
GIFT/MEMORIAL FUND		\$3,958

ENDOWMENT FUNDS

Endowment Fund Balances*	10,000	
Interest	<u>200</u>	
TOTAL ENDOWMENT FUNDS		\$10,200

LEVIED FOR THE GENERAL OPERATING EXPENSES**FROM THE GENERAL TAX \$14,270,000****TOTAL PROJECTED INCOME AND AVAILABLE FUNDS******\$16,094,658**

SUMMARY

Levied as part of the General City Tax

\$14,270,000

* * * * *

NOTES:

* Projected Unaudited Cash Statement of 4/30/13

** Income and available funds exceed projected expenses for FY 2013/2014 by \$10,000 due to a \$10,000 designated Povinelli endowment principle.

* * * * *

The forgoing amounts, less estimated receivable from other sources, are sought to be levied from the general property tax for general corporate purposes of the Naperville Public Library (pursuant to 75 ILCS 5/3-5).

Section 3. That the funds derived from sources other than the Tax Levy may be allotted by the Board of Trustees to such budgeted items and in such amounts as said Board may determine within the limits of said Budget.

Section 4. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 5. The Board does hereby state and declare that the financial need of the Library to be satisfied from tax receipts, in addition to the amount received from other sources, is \$14,270,000 for the fiscal year May 1, 2013 to April 30, 2014. Any unused portions on April 30, 2013 may be accumulated and set apart as a Capital Reserve, as set forth in a separate resolution.

Section 6. That should any clause, sentence, paragraph or part of this Resolution be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Resolution as a whole, or any part thereof other than the part declared invalid.

Section 7. That this Resolution shall be in full force and effect from and after the date of its passage set forth below.

Section 8. That the Secretary of the Board is hereby directed to file within the time specified by law for inclusion in the next Annual Budget Ordinance and Tax Levy Ordinance of the City of Naperville, a certified copy of this Resolution with the City Clerk of said city, who shall, as is hereby directed (pursuant to 75 ILCS 5/4-10), submit same to the City Council of Naperville. Said Secretary shall also file, at the same time, a copy of said report with the Illinois State Library.

DATED this 19th day of June, 2013, pursuant to a unanimous vote of the Board of Library Trustees of the City of Naperville.

APPROVED THIS 19th day of June, 2013.

JEFF B. DAVIS, PRESIDENT
Board of Library Trustees

ATTEST:

RON C. DAVIDSON, SECRETARY

ROLL CALL VOTE:	AYE	NAY	ABSENT
Aggarwal	_____	_____	_____
Benson	_____	_____	_____
Davidson	_____	_____	_____
Davis	_____	_____	_____
Hanson	_____	_____	_____
Moore	_____	_____	_____
Rosanova	_____	_____	_____
Uppal	_____	_____	_____
Wills	_____	_____	_____

I, the undersigned Secretary of the Board of Library Trustees of the City of Naperville hereby state that the foregoing Resolution entitled:

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF NAPERVILLE,
DUPAGE COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR
BEGINNING MAY 1, 2013 AND
ENDING APRIL 30, 2014

was duly adopted by said Board of Trustees at a valid meeting held on June 19, 2013.

RON C. DAVIDSON, SECRETARY
Board of Library Trustees

Subscribed and sworn to before me this 19th day of June, 2013.

Notary Public
Seal

RESOLUTION NO. 13-2

CAPITAL RESERVE RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF NAPERVILLE, DUPAGE COUNTY, ILLINOIS

WHEREAS, the Board of Library Trustees of the City of Naperville has previously established a reserve fund in which funds may be accumulated for the purposes permitted by the Illinois Local Library Act; and

WHEREAS, said reserve fund is known as the Naperville Public Library Capital Reserve Fund; and

WHEREAS, funds have accumulated in said Reserve Fund as permitted by law and it currently has a balance of \$124,530 (unaudited cash statement 4/30/13–Period 13); and

WHEREAS, the community demographic makes wide use of the library services provided at all three library facilities as well as the online services and databases, imposing consistently heavy traffic on the library facilities, particularly in the realm of technology, and

WHEREAS, while the rate of population growth experienced by the City of Naperville has slowed during the recent economic downturn, it is anticipated that the market will return to normal and the population will once again increase, increasing the demand for services, and

WHEREAS, the funds accumulated in said Reserve Fund may be used for the present and future facilities, the design and construction, expansion or renovation of current and/or future library facilities, including the furnishings and necessary equipment and systems, and the acquisition of library materials, such as but not limited to books, periodicals, films, recordings and electronic data storage and retrieval facilities, and

WHEREAS, the Library is committed to limiting the current accumulation of funds to that which is needed for specific and/or emergency capital projects, in a future aggregate amount of approximately \$250,000, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Library Trustees that funds accumulated in said reserve may be used for the design and construction of necessary capital repairs and maintenance of the library property and facilities, including furnishings and necessary equipment and systems, and the acquisition of library materials, and electronic data storage and retrieval facilities; and

FURTHER RESOLVED that all previous plans for the use of funds accumulated in said Reserve Fund be and are amended in accordance herewith;

FURTHER RESOLVED that the board has begun a process to review the plans for which said fund should be used,

FURTHER RESOLVED, that the Strategic Plan priorities established by the Board, reviewed quarterly and updated annually will remain one of the principal capital improvement guides for the process of maintaining appropriate facilities to support established and enhanced service levels expected by the community.

DATED this 19th day of June, 2013, pursuant to a unanimous vote of the Board of Library Trustees of the City of Naperville.

APPROVED THIS 19th day of June, 2013

JEFF B. DAVIS, PRESIDENT
Board of Library Trustees

ATTEST:

RON C. DAVIDSON, SECRETARY

ROLL CALL VOTE:	AYE	NAY	ABSENT
Aggarwal	_____	_____	_____
Benson	_____	_____	_____
Davidson	_____	_____	_____
Davis	_____	_____	_____
Hanson	_____	_____	_____
Moore	_____	_____	_____
Rosanova	_____	_____	_____
Uppal	_____	_____	_____
Wills	_____	_____	_____

Subscribed and sworn to before me this 19th day of June, 2013

Notary Public
SEAL

June 19, 2013

11. FUTURE AGENDAS Annualized Schedule – July 2013 through December 2013
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Staff presents the proposed schedules for future Board Agendas. Board is encouraged to review and make suggestions for additions and changes.

July 17, 2013

- Review of Policy 253 - Freedom of Information
- Review of Policy 132 - Board Expenses
- Preliminary Budget Assumptions

August 21, 2013

- Approval of Budget Assumptions

September 18, 2013

- Per Capita Grant
- Approval of Budget and Levy
- Review of Policy 252 - Examinations Proctoring
- Review of Policy 255 - Public Access Computers

October 16, 2013

No Policies Scheduled

November 20, 2013

- Review of Policy 311 – Unattended Children

December 18, 2013

- No Policies Scheduled